

Risk Assessment Details

Activity Type (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole

Activity Name: VIC St Vincent de Paul - Brunswick Retail

Activity ID: 100211594, 100168642, 100168644

Host Organisation Name: St Vincent de Paul Society Victoria Inc

Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET

Grant Recipient.

Activity Location Address: 107 Sydney Road Brunswick

Employment Region: Inner Melbourne

Contact Person for Activity: S. 47F(1) Contact Person Phone Number: S. 47F(1)

Risk Assessment Conducted By: S. 47F(1)

Host Organisation Staff Member Risk Assessment conducted in consultation with: S. 47F(1)

Site Visit Date: 09/11/2021

Activity Details

Activity Description (e.g. food and hospitality – activity involves working in a café):

Customer service, pricing of items, secondary sorting of Items, tagging, packing, learning Point of Sale, merchandising goods, displaying items, cleaning floors, removing rubbish and assisting with stocktake when required.

Core duties to be undertaken by the Participant(s)
(e.g. food preparation, serving customers, working the
till. cleaning):

- Picking and packing stock
- Loading and unloading stock from vehicles
- Sorting
- Counting stock
- Labelling
- Cleaning.
- Tagging
- Merchandising
- Customer Service
- Pricing

What are the Supervision arrangements of the Activity? (e.g. ratio and frequency, continuous supervision for vulnerable cohorts)

15:1

Name of Supervisor(s):	Experience, skills, and knowledge of the Supervisor:
s. 47F(1)	s. 47F(1)is the current store manager, and has been with Vinnies for 2 years. s. 47F(1) has lots of
	experience supervising and inducting volunteers.
s. 47F(1)	s. 47F(1) is the current duty manager of the Brunswick Vinnies store. She has been working with Vinnies for 2 years. She has experience inducting, supervising and assistanting WFD participants.



What checks has the Host Organisation undertaken on Supervisors (e.g. Police Checks or Working with				
Children/Vulnerable People Checks): Police Checks and Working with Children Checks				
Considering the nature of the Activity (e.g. its proximity to Vulnerable People) and any	Yes 🔀 No			
relevant legislative requirements, would additional checks for Supervisors be required?				
Details of checks required: N/A				
If additional checks are required, these must be completed prior to the Supervisors being given				
responsibility for the Supervision of participants.				

Activity Requirements					
Does this Activity require a Police Check?	🔀 Yes 🗌 No				
Does this Activity require a Working with Children/Vulnerable People Check?	Xes No				
Is any training (including Work Health and Safety Training and COVID-19 safe practices)	🔀 Yes 🗌 No				
required for participants to conduct the activity task(s) safely at commencement and for the					
duration of the Activity?					
If yes, please provide details of training to be undertaken (including the nature, scope, and dura	tion of the				
training):					
- Work Health and Safety Training, including COVID-19 safety practices such as practicing good h	nygiene and				
social distancing,					
- Site Specific Induction Training					
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity	🔀 Yes 🗌 No				
task(s) safely?					
If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), E	Enclosed Shoes				
(Provider/Job Seeker)					
If PPE is required, who will provide this to participants? (Host Organisation or SRJA): Both (listed	l above)				

	Activity Checks					
	Where no is answered for any of the below questions, the Activity must not proceed.					
	Does the Host Organisation have a COVID-Safe p	olan (or similar) in place in	Xes No			
	accordance with the requirements specified by t	the relevant state or territory	Not required by state			
	government?		or territory government			
	Are you and is the Host Organisation satisfied th	nat the Host Organisation is	Xes No			
	compliant with COVID-19 safety requirements se	et by the relevant state/territory				
	government and local health authorities?					
	Is the Host Organisation satisfied that it has curr	rent and appropriate insurance to	Xes No			
	cover any risks associated with the Activity?					
	Does the Activity meet the department's insurar	nce policies purchased for	Xes No			
participants as outlined in the Deeds, Guidelines and Insurance Readers Guide?			No, but additional			
		insurance has been				
	If applicable, provide details of additional insura	purchased				
Are there appropriate facilities (access to drinking water and toilets) that will be			Xes No			
	available to the participant/s for the duration of	the Activity?				
	Does the Host Organisation have adequate WHS	Spolicies and processes in place to	Xes No			
	deliver the Activity safely? For example:					
	 WHS policies 	 Hazard identification and risk 				
	Test and tag regime	assessments control procedures				
	• Induction	and reporting process				
	 Incident and injury management procedures 	Safety equipment well maintained a fire outinguishers becomed				
	Safety data sheets	e.g. fire extinguishers, hose reels, alarms, sprinklers Traffic vehicle				
	Juicty duta Jileets	alaring, sprinklers frame vehicle	The state of the s			



 Hazardous substances storages and use 	management	
of procedures and register	plans/procedures/protocols	
Training manuals	 Infection control and prevention 	
 Emergency procedures in place 	measures	
First aid and WHS officers		
Are you satisfied that the Host Organisation is	compliant with WHS legislative and	Xes No
regulatory obligations?		
Is there adequate transport for participants to	access the Activity?	Xes No
<u>Work</u>	for the Dole Activities only	
Will the Activity be held on Private Property?		Yes No
Work for the Dole Activities must not be condu	ucted on Private property without	
express approval from the Department in writ	ing.	
Have you confirmed that the Activity does not	fall within the scope of clause 108.1	X Yes No
of the jobactive Deed (which outlines prohibit	ed activities) and or/any exclusions	
listed in the Work for the Dole Guideline?		
If the Activity involves vulnerable people, will	there be Continuous Supervision of	Xes No
the participants? i.e. a participant must be wit	th or alongside the Supervisor, or	
within the Supervisor's line of sight, always wh	nile undertaking the Activity.	

Identify Hazards, Assess the level of Risk and Control t	he Risk
COVID-19	
Identify the Hazards (tick if applicable):	
COVID-19 Infection from Host Organisation staff COVID-19 Infection from	n other participants
COVID-19 Infection from visitors to Activity location COVID-19 Infection from	n touching surfaces
Identify the level of Risk	
List specific Activity tasks associated with these hazards if applicable (e.g. serving custor	-
Serving customers, handling merchandise and donations, working with other volunteer	s and WFD participants,
touching surfaces throughout store, handling cash	
Assessed Risk Level (refer to the Risk Rating Matrix below): Very High	
Control Measures	Implemented by Host?
Host Organisation will provide specific training to participants in relation to COVID-19	Yes No
Safety measures	
Participants are informed of Host Organisations COVID Safe plan	Xes No
Staff and participants briefed on symptoms of COVID-19 and told to stay home if they	⊠ Yes ☐ No
have <u>any</u> cold or flu symptoms	
Cleaning and disinfecting processes in place in accordance with guidance from Safe	Xes No
Work Australia and public health authorities	
Physical distancing measures in place (e.g. calculating people per square metre	⊠ Yes ☐ No
permitted in enclosed spaces)	
Contact tracing mechanisms in place	Yes No
Signage on correct hand washing displayed on site	Xes No
Hand washing facilities available to participants	Xes No
Hand sanitiser available to participants	Xes No
Appropriate PPE available to participants (e.g. masks, gloves)	🛛 Yes 🔲 No



List additional control measures and details of these controls below:

- -Hand sanitiser available upon entry to store for both customers and staff
- Hand sanitiser also available throughout the store and back of house for staff to utilise
- Sign-in requried for all staff for contact tracing purposes
- Markers on selling floor to indicate required distancing (1.5 metres)
- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)
- Masks and gloves available for use
- Specific bin for used gloves and masks which is securely disposed of
- COVID plan available in Intranet
- QR codes displayed at entrance of store for check-in
- Store is sanitised (counter and all surfaces) throughout the day
- COVID plan folder kept on site as well detailing the stores COVID safe plan
- Verification of vaccination with store manager prior to commencement of employment for all volunteers

Monitoring Frequency

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly

For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.

Fire				
Identify the Hazards (tick if applicable):			
Accumulation of Dust	☐ Electrical Circuits ☐ Combustible Materials			
	X Accı	umulation of Rubb	oish	Smoking at Activity location
☐ No Fire Alarms	Unte	ested Fire Alarms		Fire Alarms not working
☐ No Emergency Plan in place	☐ No f	ire extinguishers		Fire exit signs not working
Fire & Evacuation Drills not	Fire	extinguishers not	serviced	Blocked Fire Exits
carried out at least annually	every 6	months		
List any other hazards identified:				
N/A				
Identify the Risks		Risk Level	Current Co	ntrol Measures for the Risks
List specific Activity tasks related to th	e	(refer to the		
above identified hazards (if applicable) and	Risk Rating		
the associated risks M		Matrix below)		
Accumulation of Dust		High	Regular cleaning of warehouse, including	
			dusting, sweeping, moping and vacuuming.	
Electrical Circuits		High	No apparent damage to electrical circuits - not	
			overcrowd	ed and have been Test & Tagged
			(June 2021). Fire extinguishers have also been
			checked wi	ithin the last 6 months (June 2021).
			Safe Fire O	rders also displayed on WH&S
			noticeboar	d in break room. Illuminated
			emergency	exits signs also displaying exit
			points. Wh	nistle is used, plan in kitchen area.
			manager advised will perform new drill, this	
			week. Evac	: Drill/ procedure discussed during
			site inducti	
Combustible Materials		Medium		uch as clothing, furniture and other
				le items can be found throughout the
			warehouse	e - items are stored and displayed



				safely and F	ire Extinguishers can be found at
				various loca	tions throughout the warehouse.
Fla	ammable Liquids		Medium	Stored safel	y, away from electrical points. Label
				on bottle of	liquids display flammable liquid
				warning and	d each liquid is clearly labelled.
Αc	cumulation of Rubbish		High Large du		ster bins bins located out the back
				of warehous	se, and these are emptied
				frequently.	
Ar	e additional Control Measures requ	iired to n	nanage these risks	s? 🗌 Yes 🔀	No
۱f٠	yes, detail below:				
N/	'A				
M	onitoring Frequency				
If a	applicable, specify the frequency SF	RJA will m	onitor these cont	rols (e.g. Wee	ekly, Fortnightly, Monthly,
Qι	uarterly, 6 monthly):				
6 I	Monthly				
Fa	cilities				
Ide	entify the Hazards (tick if applicable	e):			
	Floors with large cracks or holes	Sha	rp edges		Clutter
	Step/stairs	⊠ Slip	pery surfaces		Obstructions in walkways
	Heavy items stored at heights	Ove	rloaded shelves		Direct or indirect glare
	Inadequate illumination	☐ No €	emergency lightin	g	Overflowing bins
	Not enough bins provided	Veh	icles/trailers at lo	cation	Gas/Pressurised containers
	LPG Gas	Mad	chinery		Heavy Machinery
	Machinery/plant registers not		narked walkways	(i.e.	Kitchen areas not clean/well
m	aintained		oedestrian interse	-	maintained
	Bathroom facilities not		loor maps/exit sig		Work areas not clean/well
cle	ean/well maintained				maintained
	at any other hazards identified:	I.		· · ·	
	heft of personal belongings				
	adders available				
Ide				Cumana at Can	
List specific Activity tasks related to the			Risk Level	Current Con	trol Measures for the Risks
Lis	entify the Risk It specific Activity tasks related to th	ne		Current Con	trol Measures for the Risks
	t specific Activity tasks related to th		(refer to the	Current Con	trol Measures for the Risks
ab	t specific Activity tasks related to thove identified hazards (if applicable		(refer to the Risk Rating	current con	trol Measures for the Risks
ab th	t specific Activity tasks related to th		(refer to the		thin warehouse that could



			•	
				s available as a control measure, as
				t Floor Signs for use (stored neatly in
				orting room with Mops and Buckets)
Theft of personal belongings		Medium		s available for all staff to utlise to
			store their	personal belongings. CCTV
			throughout	the store
Ladders Available		High	Ladders ava	ailable for use to reach items which
			are higher-	up. Safe and correct usage
			procedures	discussed at induction.
Are additional Control Measures requ	ired to r	l nanago thoso risks	i? Yes	No
·	iieu to i	nanage these hisks	s: res _	7 110
If yes, detail below:				
N/A				
Electrical				
Identify the Hazards (tick if applicable	<u>): </u>			
Broken plugs	Fray	ed or damaged co	ords	Power tools
Electrical equipment	Kitc	hen appliances (fr	idge,	☐ No testing and tagging of
	microw	ave, kettle, sandw	vich press)	electrical equipment
☐ Damaged wire insulation	Elec	trical outlets close	e to water	Overloaded circuits
Power points not fixed to walls	1			
List any other hazards identified:				
N/A				
Identify the Risk		Risk Level	Current Co	ntrol Measures for the Risks
List specific Activity tasks related to th	ie	(refer to the		
above identified hazards (if applicable		Risk Rating		
the associated risks		Matrix below)		
Electrical equipment		•		
		Very High	Electrical ed	guipment is in good condition and
		Very High		quipment is in good condition and ed - all equipment has been Test &
		Very High	not damage	ed - all equipment has been Test &
Kitchen appliances		, -	not damage Tagged on .	ed - all equipment has been Test & June 2021).
Kitchen appliances		Very High Medium	not damage Tagged on . All kitchen	ed - all equipment has been Test & June 2021). appliances have been Test & Tagged
Kitchen appliances		, -	not damage Tagged on . All kitchen	ed - all equipment has been Test & June 2021).



Are additional Control Measures required to r	nanage these risks	s? Tyes	No No
·		.,	
If yes, detail below:			
N/A			
First Aid			
Identify the Hazards (tick if applicable):			_ <u></u>
No first aid kit available Firs	t aid kit not access	sible	First aid kit contents missing
	first aid officers		Activity located long distance
	ilist ald officers		
			from emergency services
List any other hazards identified:			
•			be elemented by the control of the Athle
First Aid kit is available and is clearly labelled			
officer for the Store. First Aid kit is well stocke	ed and nothing has	passed the	expiry date. Staff made aware of
location of First Aid kit at induction.			
Tocacion of this tria kie at madetion.			
Identify the Risks	Risk Level	Current Co	ntrol Measures for the Risks
racinally the mono			TELOT WEGGGLES FOR THE MISIG
	(refer to the		
	Risk Rating		
	Matrix below)		
	· ·		
**First Aid kit	Low	Currently k	it is overflowing. Asked Manager to
		re-sort and	relocate double up items to
		cupboards	· ·
		cupodarus	below
i			
Are additional Control Measures required to	nanago thoso ricky	2	
Are additional Control Measures required to r	nanage these risks	s? Yes	
Are additional Control Measures required to r	nanage these risks	s? Yes	
·	nanage these risks	s? Yes	
· · · · · · · · · · · · · · · · · · ·	nanage these risks	s? Yes	

Manual Handling/Ergonomics



Identify the Hazards (tick if applicable):				
Repetitive movements				Handling high or sudden force	
Improperly adjusted	Task	s with sustained	or	Tasks involving exposure to	
workstations and chairs	awkwai	d postures		vibration	
List any other hazards identified:		•			
Standing for long periods of time whil	st sorting	g donations			
	`				
Identify the Risk		Risk Level	Current Co	ntrol Measures for the Risks	
List specific Activity tasks related to th	ie	(refer to the			
above identified hazards (if applicable		Risk Rating			
the associated risks	•	Matrix below)			
Repetitive movements		Medium	Regular bre	eaks provided to staff. Two staff	
·			_	ns are also available.	
Heavy lifting		High	Various eq	uipment is available for staff to utilise	
, 3				and move goods around the store,	
				tillages, trolleys. Safe lifting	
			_	s also discussed at induction,	
			-	eam lifting for heavy items etc. These	
			_	s are also displayed on the WH&S	
			-	d and throughout the store.	
Handling high or sudden force		High		uipment is available for staff to utilise	
				the item is kept higher up, including	
				d step-cubes.	
Standing for long periods of time whil	st	Medium	Regular breaks provided. Gel mats are also		
sorting donations			_	at sorting areas to cushion these	
				re candidates may be standing to sort	
				onations. Regular rotation of duties	
			will occur a	as well. There is a staff break room	
			available w	hereby staff can sit during their	
			break.		
Are additional Control Measures requ	ired to n	nanage these risks	? Yes	⊠ No	
If yes, detail below:					
N/A					
Chemical					
Identify the Hazards (tick if applicable):					
Non-hazardous chemicals		ardous chemicals		Asbestos	
Acids	Acids				



,		,		,00710000		
List names of chemical/s present at Activity: Dishwashing liquid, hand sanitizer, hand wash, disinfectant cleaner, toilet spray, Ajax, Degreaser, Germex, Riad, Jiff, Trix						
List any other hazards identified: N/A						
Identify the Risk List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks		Risk Level (refer to the Risk Rating Matrix below)	Current Co	ntrol Measures for the Risks		
Non-hazardous chemicals		High	_	products stored safely throughout ems are clearly labelled.		
Hazardous Chemicals		High		us chemcials are stored safely on BOH area. All items are clearly		
		<u> </u>		74		
Are additional Control Measures requ	ired to r	nanage these risks	s? Yes	∐ No		
If yes, detail below: N/A						
8:1:1						
Biological	<u>, </u>					
Identify the Hazards (tick if applicable				M plant/pattle Florid		
Food Handling		er Virus/Disease		Blood/Bodily Fluid		
Animal Handling	кас	liation		Lead (contained in paint, solders, batteries, radiation shielding, ammunition)		
List any other hazards identified: N/A						
Identify the Risk		Risk Level	Current Co	ntrol Measures for the Risks		
List specific Activity tasks related to th	(refer to the					
above identified hazards (if applicable) and	Risk Rating				
the associated risks		Matrix below)				
Blood/Bodily fluid		High	whilst sorti	or contact with blood/bodily fluid ng through donated goods. Gloves le for use whilst sorting.		
Sharps		High	Sharp Cont	ainer above First aid kit		



Are additional Control Measures requ	ired to n	nanage these risks	s? 🗌 Yes 🖂	No	
If yes, detail below:					
N/A					
Environment					
Identify the Hazards (tick if applicable	:):				
Work on Private Property (i.e.		rk with a sole trad	er (i.e.	Г	Working in one or more
privately-owned land or privately-		or hairdresser w		dif	ferent workplaces/sites
owned or occupied estate or house)		small shop or priv	•		μ,
,	residen	• •			
Alternative hours of work (i.e.		rking alone with a	nother	Г	Travel will take place during
early starts, night work)	person	0		Ac	tivity (i.e. between sites)
Working outdoors		rking near water (creek. river.	Г	Exposure to
	beach,	•	, ,	wa	stewater/sewerage
Work in a non-public area		osure to harmful	olants	Г	Exposure to Sound/Noise
Exposure to Animals/Insects		exposure			Temperature (heat/cold)
Working at heights		t or airborne part	icles	Ť	Exposure to
		•		we	eather/storms/rain
List any other hazards identified:					
N/A					
,					
Identify the Risk		Risk Level	Current Cont	rol I	Measures for the Risks
List specific Activity tasks related to th	ne	(refer to the			
above identified hazards (if applicable	e) and	Risk Rating			
the associated risks		Matrix below)			
Work in non-public area		Medium	Working in so	ortir	ng room - other volunteers to
			be in attendance.		
Working at heights		High	Ladders, step-cubes and pallet jacks availab		bes and pallet jacks available
			for reaching	high	er-up items - safe and correct
			usage proced	dure	s discussed at induction.
Sun exposure		Low	The large du	mps	ter bins are located outside the
			warehouse - candidates will not be spendin		didates will not be spending
			long periods	of ti	me in these areas (only to
		empty rubbis	empty rubbish into these bins)		
Dust or airborne particles		Very High	_	Cleaning of surfaces is completed on a regu	
					e accumulation of dust. Masks
		are also avail	able	e for use.	
Temperature (heat/cold)		Medium	-		located throughout the store
			to combat th	e he	eat and cold respectively.



Are additional Control Measures required to n	nanage these risks	s? 🔲 Yes 🔀 No
If yes, detail below: N/A		
Psychological		
Identify the Hazards (tick if applicable):		
	n turnover of worl	
	rking directly with	customers 🔀 Work-related stress
List any other hazards identified: N/A		
Identify the Risk	Risk Level	Current Control Measures for the Risks
List specific Activity tasks related to the	(refer to the	
above identified hazards (if applicable) and	Risk Rating	
the associated risks	Matrix below)	
Workplace bullying	Medium	Escalation process detailed at induction -
		confidential contact details provided to staff
		during induction as well
Conflict between workers	Medium	Supervisors/Warehouse Manager to intervene -
High town areas of considerate	1	moving to a new location and/or task
High turnover of workers	Low	Regular breaks
Working directly with customers	Very High	Supervisors/Warehouse Manager to intervene if
		incident arises. Local emergency services also contactable i.e. Police.
Fatigue Fatigue	Medium	Regular breaks
Work-related stress	Medium	Regular breaks. Escalation processes detailed to
Work-related stress	Wiediaiii	staff at induction. Staff break room also
		available staff to utilise during their break
		times.
Are additional Control Measures required to n	nanage these risks	s? ☐ Yes ☒ No
If yes, detail below:		
N/A		
Vulnerable People		
Does the Activity involve interaction with or pr	roximity to vulner	able cohorts? Vulnerable 🔲 Yes 🗌 No
cohorts include:		
 Children (under 18 years of age) 		able Youth
The elderly	The hor	
 People with disability 	 People 	with mental illness

Migrants who do not speak English



Refuge residents (including men and						
If you what type of interaction or pro	ovino itu u vi	womer	,	orable papilo? Visitors/Customors		
If yes, what type of interaction or prowho attend the store, as well as othe	-					
may attend the store).	ii Jaivos v	oluliteels alla sta	all illay be vi	differable (all corlorts listed above		
Identify the Risk		Risk Level	Current Co	entrol Measures		
List specific Activity tasks related to		(refer to the	Carrent co	THO Weasures		
Vulnerable People (if applicable) and	the	Risk Rating				
associated risks	tiic	Matrix below)				
Customers in the store		Very High	Supervisor	s/Store Managers on site will be in	1	
edstorrers in the store		Very mgn	attendance supervising WFD candidates.			
Volunteers/Staff at the store		Very High	Supervisor	s/Store Managers on site will be in)	
,		, 0		e supervising WFD candidates.		
				,		
Are additional Control Measures requ	uired to n	nanage these risks	s? Yes	⊠ No		
If yes, detail below:		<u>_</u>				
N/A						
Other						
Identify any additional hazards specif	fic to the	location or tasks o	of the Activit	y not covered in the above		
categories:						
Kimble/Tagging gun available in	High			Safe usage procedure explained	to	
store to secure price tags to stock				candidates at induction and upor	า	
				usage of gun. Supervision of		
				candidates whebn item is in use.		
				Disinfection also available to		
				sterilize the needle of the gun		
COVID 19 Transmission	Very Hi	gh		All WFD candiates must provide		
				proof of double vaccination to st	ore	
				manager prior to commencemen	nt	
				of placement		
Identify the Risk		Risk Level	Current Co	ntrol Measures for the Risks		
Identify the Risk		Risk Level (refer to the	Current Co	ntrol Measures for the Risks		
Identify the Risk			Current Co	l entrol Measures for the Risks		
Identify the Risk		(refer to the	Current Co	l Introl Measures for the Risks		
Identify the Risk		(refer to the Risk Rating	Current Co	l entrol Measures for the Risks		
Identify the Risk		(refer to the Risk Rating	Current Co	ntrol Measures for the Risks		
Identify the Risk		(refer to the Risk Rating	Current Co	ntrol Measures for the Risks		
Identify the Risk		(refer to the Risk Rating	Current Co	ntrol Measures for the Risks		
Identify the Risk		(refer to the Risk Rating	Current Co	ntrol Measures for the Risks		



Are additional Control Measures required to m	nanage these risks	s? Yes No
If yes, detail below: N/A		
N/A		



Risk Rating Matrix

RISK RATING MATRIX (Indicative Only)

	CONSEQUENCE					
LIKELIHOOD	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME	
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme	
LIKELY	Medium	High	Very High	Very High	Extreme	
POSSIBLE	Low	Medium	High	Very High	Very High	
UNLIKELY	Low	Medium	Medium	High	Very High	
RARE	Low	Low	Low	Medium	High	

RISK LIKELIHOOD TABLE

LIKELIHOOD	Descriptors	
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily
LIKELY	Is expected to occur occasionally (to be expected)	Expected to occur at least weekly
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually
RARE	May occur in exceptional circumstances only	Not expected to occur for years

ACTIONS, DLEGATIONS AND ESCALATIONS:

7			
Low:	Manage by routine procedures		
Medium:	Manage by specific monitoring or response procedures		
High:	Senior management attention needed		
Very High:	Executive / Senior management planning required		
Extreme:	Executive / Senior management will be involved		



CONSEQUE	NCE	CONSEQUENCE - DEGREE OF SEVERITY						
ITPE		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME		
		No injury or harm caused	Minimal harm caused	Loss of function				
Personal Injury	PI	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of life	Multiple deaths		
Property		No damage caused.	Minimal damage caused.	Loss of building function				
Damage/Im pact	PD	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of use of building	Loss of building		
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine Loss / interruption <=4 hours	Disruption to a number of areas within a department or unit, possible flow on to other locations Loss / interruption <=1	All operational areas of a department or unit compromised, other locations are affected Loss / interruption >=1 week	Total system dysfunction and/or total shut-down of operations		
Environmen tal Impact	E	No lasting detrimental effect on the environment	Short term local detrimental effect	day Local detrimental effect on the environment	Long term detrimental effect	Extensive detrimental long- term effect		
Financial Impact	FI	Under \$50,000	Between \$50K- 250K	Between \$250K- \$500K	Between \$500K- \$1M	Greater than \$1M		
Projects	P	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable		



Competent Person Declaration

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

Name: S. 47F(1)

Position: Work for the Dole Manager

Signature:

s. 47F(1)

Date: 12/11/2021



Risk Assessment Details

Activity Type (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole

Activity Name: VIC St Vincent de Paul - Coburg Retail

Activity ID: 100211603, 100168917, 100168939, 100168946, 100168991

Host Organisation Name: St Vincent de Paul Society Victoria Inc

Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET

Grant Recipient.

Activity Location Address: 260 Sydney Road Coburg

Employment Region: Inner Melbourne

Contact Person for Activity: S. 47F(1) Contact Person Phone Number: S. 47F(1)

Risk Assessment Conducted By: S. 47F(1)

Host Organisation Staff Member Risk Assessment conducted in consultation with: S. 47F(1)

Site Visit Date: 16/11/2021

Activity Details

Activity Description (e.g. food and hospitality – activity involves working in a café):

Customer service, pricing of items, secondary sorting of Items, tagging, packing, learning Point of Sale, merchandising goods, displaying items, cleaning floors, removing rubbish and assisting with stocktake when required.

Core duties to be undertaken by the Participant(s)
(e.g. food preparation, serving customers, working the
till, cleaning):

- Picking and packing stock
- Loading and unloading stock from vehicles
- Sorting
- Counting stock
- Labelling
- Cleaning.
- Tagging
- Merchandising
- Customer Service
- Pricing

What are the Supervision arrangements of the Activity? (e.g. ratio and frequency, continuous supervision for vulnerable cohorts)

15:1

Name of Supervisor(s):	Experience, skills, and knowledge of the Supervisor:
s. 47F(1)	s. 47F(1) is the current store manager, and has been
	with Vinnies for 7 years. S. 47F(1)has lots of
	experience supervising and inducting volunteers.
	s. 47F(1)has also worked at the Preston and Hoopers
	Crossing Vinnies stores.
s. 47F(1)	4 years with Vinnies(Day Coordinator), She has
	experience inducting, supervising and assisting
	volunteers.



What checks has the Host Organisation undertaken on Supervisors (e.g. Police Checks or Working with					
Children/Vulnerable People Checks): Police Checks and Working with Children Checks					
Considering the nature of the Activity (e.g. its proximity to Vulnerable People) and any	Yes 🔀 No				
relevant legislative requirements, would additional checks for Supervisors be required?					
Details of checks required: N/A					
If additional checks are required, these must be completed prior to the Supervisors being given					
responsibility for the Supervision of participants.					

Activity Requirements					
Does this Activity require a Police Check?	Xes No				
Does this Activity require a Working with Children/Vulnerable People Check?	🗌 Yes 🔀 No				
Is any training (including Work Health and Safety Training and COVID-19 safe practices) required for participants to conduct the activity task(s) safely at commencement and for the duration of the Activity?	⊠ Yes □ No				
If yes, please provide details of training to be undertaken (including the nature, scope, and duration of the training): - Work Health and Safety Training, including COVID-19 safety practices such as practicing good hygiene and social distancing, - Site Specific Induction Training					
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity task(s) safely?	Xes No				
If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), E (Provider/Job Seeker)	Enclosed Shoes				
If PPE is required, who will provide this to participants? (Host Organisation or SRJA): Both (listed	l above)				

Activity Checks						
Where no is answered for any of the below questions, the Activity must not proceed.						
Does the Host Organisation have a COVID-Safe	Xes No					
accordance with the requirements specified by	the relevant state or territory	☐ Not required by state				
government?		or territory government				
Are you and is the Host Organisation satisfied the	nat the Host Organisation is	Xes No				
compliant with COVID-19 safety requirements s	set by the relevant state/territory					
government and local health authorities?						
Is the Host Organisation satisfied that it has cur	rent and appropriate insurance to	Xes No				
cover any risks associated with the Activity?						
Does the Activity meet the department's insura	Yes No					
participants as outlined in the Deeds, Guideline	No, but additional					
	insurance has been					
If applicable, provide details of additional insura	purchased					
Are there appropriate facilities (access to drinki						
available to the participant/s for the duration of						
Does the Host Organisation have adequate WHS						
deliver the Activity safely? For example:						
WHS policies	 Hazard identification and risk 					
Test and tag regime	assessments control procedures					
Induction Insident and injury management	and reporting process					
 Incident and injury management procedures 	 Safety equipment well maintained e.g. fire extinguishers, hose reels, 					
Safety data sheets	alarms, sprinklers Traffic vehicle					



 Hazardous substances storages and use 	management	
of procedures and register	plans/procedures/protocols	
 Training manuals 	 Infection control and prevention 	
 Emergency procedures in place 	measures	
 First aid and WHS officers 		
Are you satisfied that the Host Organisation is o	compliant with WHS legislative and	Xes No
regulatory obligations?		
Is there adequate transport for participants to	access the Activity?	Xes No
Work f	or the Dole Activities only	
Will the Activity be held on Private Property?		Yes No
Work for the Dole Activities must not be conduc	cted on Private property without	
express approval from the Department in writin	ng.	
Have you confirmed that the Activity does not f	fall within the scope of clause 108.1	Xes No
of the jobactive Deed (which outlines prohibite	d activities) and or/any exclusions	
listed in the Work for the Dole Guideline?		
If the Activity involves vulnerable people, will the	nere be Continuous Supervision of	Xes No
the participants? i.e. a participant must be with	or alongside the Supervisor, or	
within the Supervisor's line of sight, always whi	le undertaking the Activity.	

Identify Hazards, Assess the level of Risk and Control the Risk					
COVID-19					
Identify the Hazards (tick if applicable):					
COVID-19 Infection from Host Organisation staff	n other participants				
COVID-19 Infection from visitors to Activity location COVID-19 Infection from	n touching surfaces				
Identify the level of Risk					
List specific Activity tasks associated with these hazards if applicable (e.g. serving customers): Serving customers, handling merchandise and donations, working with other volunteers and WFD participants, touching surfaces throughout store, handling cash					
Assessed Risk Level (refer to the Risk Rating Matrix below): Very High					
Control Measures	Implemented by Host?				
Host Organisation will provide specific training to participants in relation to COVID-19 Safety measures	⊠ Yes □ No				
Participants are informed of Host Organisations COVID Safe plan	∑ Yes ☐ No				
Staff and participants briefed on symptoms of COVID-19 and told to stay home if they have <u>any</u> cold or flu symptoms	∑ Yes ☐ No				
Cleaning and disinfecting processes in place in accordance with guidance from Safe Work Australia and public health authorities					
Physical distancing measures in place (e.g. calculating people per square metre	🛚 Yes 🗌 No				
permitted in enclosed spaces)					
Contact tracing mechanisms in place	🛚 Yes 🗌 No				
Signage on correct hand washing displayed on site	Xes No				
Hand washing facilities available to participants	Xes No				
Hand sanitiser available to participants	🛚 Yes 🗌 No				
Appropriate PPE available to participants (e.g. masks, gloves)	Xes No				



List additional control measures and details of these controls below:

- Hand sanitiser available upon entry to store for both customers and staff
- Hand sanitiser also available throughout the store and back of house for staff to utilise
- Sign-in requried for all staff for contact tracing purposes
- Markers on selling floor to indicate required distancing (1.5 metres)
- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)
- Masks and gloves available for use
- Specific bin for used gloves and masks which is securely disposed of
- Store is sanitised (counter and all surfaces) every hour
- COVID plan folder kept on site as well detailing the stores COVID safe plan
- QR codes displayed at entrance of store for check-in
- Verification of vaccination with store manager prior to commencement of employment for all volunteers

Monitoring Frequency

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly

For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.

Fire					
Identify the Hazards (tick if applicable):					
Accumulation of Dust	Electrical Circuits				
	X Accı	umulation of Rubb	oish		Smoking at Activity location
No Fire Alarms	Unte	ested Fire Alarms			Fire Alarms not working
No Emergency Plan in place	☐ No f	fire extinguishers			Fire exit signs not working
Fire & Evacuation Drills not	Fire	extinguishers not	serviced		Blocked Fire Exits
carried out at least annually	every 6	months			
List any other hazards identified:					
N/A					
Identify the Risks		Risk Level	Current Cor	ntro	ol Measures for the Risks
List specific Activity tasks related to th	ie	(refer to the			
above identified hazards (if applicable	e) and	Risk Rating			
the associated risks		Matrix below)			
Accumulation of Dust		Medium	Regular clea	aniı	ng of warehouse, including
				•	oing, moping and vacuuming.
Electrical Circuits/Fire		Medium	_	No damage to electrical circuits - not	
					and have been Test & Tagged
					re extinguishers and hose reels
					checked (November 2021). Safe
					o displayed on WH&S
					break room.
Combustible Materials		Medium			as clothing, furniture and other
					ems can be found throughout the
					ems are stored and displayed
					Extinguishers can be found at
<u></u>		!:			ns throughout the warehouse.
Flammable Liquids		Medium			away from electrical points. Label
					uids display flammable liquid
			warning an	d e	ach liquid is clearly labelled.



Accumulation of Rubbish		High		•	r bins bins located out the side of nese are emptied frequently.
No Fire Alarm		High	available). I also display	Illur ying	s been performed. (Horn is ninated emergency exits signs exit points. Evac Plan displayed ere, Fire drill discussed during site
Are additional Control Measures requ	ired to m	nanage these risks	? Yes	X N	0
If yes, detail below: N/A					
Monitoring Frequency					
If applicable, specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly					
Facilities					
Identify the Hazards (tick if applicable	e):				
Identify the Hazards (tick if applicable Floors with large cracks or holes		rp edges			Clutter
	Shai	pery surfaces			Clutter Obstructions in walkways
☐ Floors with large cracks or holes ☐ Step/stairs ☐ Heavy items stored at heights	Shai	pery surfaces rloaded shelves			Obstructions in walkways Direct or indirect glare
☐ Floors with large cracks or holes ☐ Step/stairs ☐ Heavy items stored at heights ☐ Inadequate illumination	Shai Slipp Ove	pery surfaces rloaded shelves emergency lightin			Obstructions in walkways Direct or indirect glare Overflowing bins
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided	Shar	pery surfaces rloaded shelves emergency lightin icles/trailers at lo			Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas	Shai Slipi Ove No 6 Veh	pery surfaces rloaded shelves emergency lightin icles/trailers at lo chinery	cation		Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not	Share	pery surfaces rloaded shelves emergency lightin icles/trailers at loc chinery narked walkways	cation (i.e.		Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not maintained	Share Slipp Ove No 6 Veh Mac Unn traffic/g	pery surfaces rloaded shelves emergency lightin icles/trailers at loc chinery narked walkways pedestrian interse	(i.e. ctions)	ma	Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not maintained Bathroom facilities not	Share Slipp Ove No 6 Veh Mac Unn traffic/g	pery surfaces rloaded shelves emergency lightin icles/trailers at loc chinery narked walkways	(i.e. ctions)		Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not maintained	Share Slipp Ove No 6 Veh Mac Unn traffic/g	pery surfaces rloaded shelves emergency lightin icles/trailers at loc chinery narked walkways pedestrian interse	(i.e. ctions)		Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well sintained Work areas not clean/well
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not maintained Bathroom facilities not clean/well maintained List any other hazards identified: - Theft of personal belongings	Share Slipp Ove No 6 Veh Mac Unn traffic/g	pery surfaces rloaded shelves emergency lightin icles/trailers at loc chinery narked walkways pedestrian interse	(i.e. ctions)		Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well sintained Work areas not clean/well
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not maintained Bathroom facilities not clean/well maintained List any other hazards identified:	Share Slipp Ove No 6 Veh Mac Unn traffic/g	pery surfaces rloaded shelves emergency lightin icles/trailers at loc chinery narked walkways pedestrian interse	(i.e. ctions)		Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well sintained Work areas not clean/well
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not maintained Bathroom facilities not clean/well maintained List any other hazards identified: Theft of personal belongings Ladders available	Share Slipp Ove No 6 Veh Mac Unn traffic/g	pery surfaces rloaded shelves emergency lightin icles/trailers at loc chinery narked walkways bedestrian interse floor maps/exit sig	(i.e. ctions) gns	ma	Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well sintained Work areas not clean/well sintained
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not maintained Bathroom facilities not clean/well maintained List any other hazards identified: Theft of personal belongings Ladders available Identify the Risk	Shai Slipi Ove No 6 Veh Mac Unn traffic/p	pery surfaces rloaded shelves emergency lightin icles/trailers at loc chinery narked walkways bedestrian interse floor maps/exit sig	(i.e. ctions) gns	ma	Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well sintained Work areas not clean/well
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not maintained Bathroom facilities not clean/well maintained List any other hazards identified: Theft of personal belongings Ladders available Identify the Risk List specific Activity tasks related to the	Shai Slipi Ove No 6 Veh Mac Unn traffic/p No f	pery surfaces rloaded shelves emergency lightin icles/trailers at loc chinery narked walkways bedestrian interse floor maps/exit sig	(i.e. ctions) gns	ma	Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well sintained Work areas not clean/well sintained
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not maintained Bathroom facilities not clean/well maintained List any other hazards identified: Theft of personal belongings Ladders available Identify the Risk	Shai Slipi Ove No 6 Veh Mac Unn traffic/p No f	pery surfaces rloaded shelves emergency lightin icles/trailers at loc chinery narked walkways bedestrian interse floor maps/exit sig	(i.e. ctions) gns	ma	Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well sintained Work areas not clean/well sintained
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not maintained Bathroom facilities not clean/well maintained List any other hazards identified: Theft of personal belongings Ladders available Identify the Risk List specific Activity tasks related to the above identified hazards (if applicable)	Shai Slipi Ove No 6 Veh Mac Unn traffic/p No f	rloaded shelves emergency lighting icles/trailers at loc chinery narked walkways bedestrian interse floor maps/exit sig Risk Level (refer to the Risk Rating	(i.e. ctions) gns	ntro	Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well sintained Work areas not clean/well sintained
Floors with large cracks or holes Step/stairs Heavy items stored at heights Inadequate illumination Not enough bins provided LPG Gas Machinery/plant registers not maintained Bathroom facilities not clean/well maintained List any other hazards identified: Theft of personal belongings Ladders available Identify the Risk List specific Activity tasks related to the above identified hazards (if applicable the associated risks	Shai Slipi Ove No 6 Veh Mac Unn traffic/p No f	rloaded shelves emergency lightin icles/trailers at loc chinery narked walkways bedestrian interse floor maps/exit sig Risk Level (refer to the Risk Rating Matrix below)	(i.e. ctions) gns Current Co	ntrc	Obstructions in walkways Direct or indirect glare Overflowing bins Gas/Pressurised containers Heavy Machinery Kitchen areas not clean/well sintained Work areas not clean/well sintained



		well as We	et Floor Signs for use (stored neatly in
			sorting room with Mops and Buckets)
Theft of personal belongings	Medium	Staff locke	rs available for all staff to utlise to
		store their	personal belongings. CCTV
		Throughou	ut building.
Ladders Available	High	Ladders av	vailable for use to reach items which
		are higher	-up. Safe and correct usage
		procedure	s discussed at induction.
Vehicles	Med	Bins are lo	cated on side of building, all staff to
		remain on	"store side" at all times as through
		traffic for o	cars. High vis vests are worn, in this
			er door closed when no drop offs
		happening	; .
Step/Stairs	High		tore. This is marked with yellow
	-	•	and has grip strips across the step.
Heavy items stored at heights	High		d steb-cubes avaialble to safely
-		handle iter	ms stored up high. Safe lifting
			s also discussed at induction,
		•	eam lifting for heavy items etc. These
		procedure	s are also displayed on the WH&S
		-	rd and throughout the store.
		Candidates	s suprvised during these tasks.
		T	
Are additional Control Measures requi	ired to manage these risk	s? Yes	⊠ No
If yes, detail below:			
N/A			
Electrical			
Identify the Hazards (tick if applicable)):		
Broken plugs	Frayed or damaged of	ords	Power tools
Electrical equipment	Kitchen appliances (f	ridge,	No testing and tagging of
	microwave, kettle, sandy	wich press)	electrical equipment
Damaged wire insulation	Electrical outlets clos	e to water	Overloaded circuits
Power points not fixed to walls			
List any other hazards identified:			
N/A			



Identify the Risk List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks	Risk Level (refer to the Risk Rating Matrix below)	Current Co	ntrol Measures for the Risks	
Electrical equipment	Very High	not damag	quipment is in good condition and ed - all equipment has recently been ged June 2021.	
Kitchen appliances	Medium		appliances have been Test & Tagged All are well maintained and not	
Are additional Control Measures required to n	nanage these risks	? Yes	⊠ No	
If yes, detail below: N/A				
L				
First Aid				
Identify the Hazards (tick if applicable):				
	t aid kit not access	sible	First aid kit contents missing	
First aid kit contents expired No f	first aid officers		Activity located long distance	
			from emergency services	
List any other hazards identified: N/A - First Aid kit is available in the kitchen/staff break room and is clearly labelled and easily accesible. Store manager S. 47F(1) is the current First Aid officer for the store. First Aid kit is well stocked and nothing has passed the expiry date. Staff made aware of location of First Aid kit at induction.				
Identify the Risks	Risk Level (refer to the Risk Rating Matrix below)	Current Co	ntrol Measures for the Risks	



Are additional Control Measures requi	red to m	nanage these risks	? Yes	√ No
If yes, detail below:				
, ,				
Manual Handling/Ergonomics				
Identify the Hazards (tick if applicable)				
Repetitive movements		vy lifting		☐ Handling high or sudden force
		s with sustained of	or	
Improperly adjusted workstations and chairs	_		OI .	Tasks involving exposure to vibration
	awkwai	rd postures		Vibration
List any other hazards identified:		~ danatiana		
Standing for long periods of time whils	t sortin	g donations		
Identify the Dist.		Diale Lavial	Comment Co.	atural NA - a - una a fa untila a Dialia
Identify the Risk		Risk Level	Current Col	ntrol Measures for the Risks
List specific Activity tasks related to the		(refer to the		
above identified hazards (if applicable)	ana	Risk Rating		
the associated risks		Matrix below)	5 1 1	
Repetitive movements		Medium	_	eaks provided to staff. Two staff
				as are also available.
Heavy lifting		High	· ·	uipment is available for staff to utilise
				nd move goods around the store,
			_	illages, trolleys and pallet jacks. Safe
				edures also discussed at induction,
			_	eam lifting for heavy items etc. These
			-	are also displayed on the WH&S
			noticeboard	
Handling high or sudden force		High		uipment is available for staff to utilise
				the item is kept higher up, including
				step-cubes. Safe lifting procedures
				sed at induction. These procedures
				played on the WH&S noticeboard
				hout the store.
Standing for long periods of time whils	it	Medium	_	eaks provided. Gel mats are also
sorting donations				t sorting areas to cushion these
				e candidates may be standing to sort
			_	nations. Regular rotation of duties
				s well. There is a staff break room
				hereby staff can sit during their
			break.	
		i	I	



Are additional Control Measures required	to manage these risk	s? Yes 🖂 No
If yes, detail below:		
N/A		
Chemical		
Identify the Hazards (tick if applicable):		
Non-hazardous chemicals	Hazardous chemicals	S Asbestos
Acids	Poison	
List names of chemical/s present at Activit	•	
1	ash, disinfectant clea	aner, toilet spray, Mr Sheen, Ajax, Jiff, oven
cleaner.		
List any other hazards identified:		
N/A		
Identify the Risk	Risk Level	Current Control Measures for the Risks
List specific Activity tasks related to the	(refer to the	Current Control Measures for the Risks
above identified hazards (if applicable) and	•	
the associated risks	Matrix below)	
Non-hazardous chemicals	High	All cleaning products stored safely throughout
		store (some in bathroom, some in kitchen). All
		items are clearly labelled.MSDS book on site.
Hazardous chemicals High All ha		All hazardous chemicals are stored safely on
		shelves in BOH area. All items are clearly
		labelled.
And additional Countral Management and	+ +	yoo ∇ No
Are additional Control Measures required	to manage these risk	s? 🗌 Yes 🔀 No
If yes, detail below: N/A		
N/A		
Biological		
Identify the Hazards (tick if applicable):		
	Other Virus/Disease	☐ Blood/Bodily Fluid
	Radiation	Lead (contained in paint,
		solders, batteries, radiation
		shielding, ammunition)
List any other hazards identified:		, , ,
N/A		



Identify the Risk		Risk Level	Current Con	trol Measures for the Risks
List specific Activity tasks related to th	ne	(refer to the		
above identified hazards (if applicable	e) and	Risk Rating		
the associated risks		Matrix below)		
Blood/Bodily fluid		High	Potential for	contact with blood/bodily fluid
, , , , , , , , , , , , , , , , , , , ,				g through donated goods. Gloves
				for use whilst sorting.
Are additional Control Massures requ	irad ta n	 	l 2 □ vos ▽	No
Are additional Control Measures requ	iirea to ii	nanage these risks	s? 📙 Yes 🔀] NO
If yes, detail below:				
N/A				
Environment				
Identify the Hazards (tick if applicable	<u>:):</u>			
Work on Private Property (i.e.	☐ Wo	rk with a sole trad	er (i.e.	Working in one or more
privately-owned land or privately-	butche	r or hairdresser w	ho operate	different workplaces/sites
owned or occupied estate or house)	from a	small shop or priv	ate	
	residen	ce)		
Alternative hours of work (i.e.	Wo	rking alone with a	nother	Travel will take place during
early starts, night work)	person Activity (i.e. between			Activity (i.e. between sites)
Working outdoors	Wo	rking near water (creek, river,	Exposure to
	beach,	dam)		wastewater/sewerage
Work in a non-public area	Exp	osure to harmful	olants	Exposure to Sound/Noise
Exposure to Animals/Insects	= -	exposure		Temperature (heat/cold)
Working at heights		t or airborne parti	icles	Exposure to
		ast of an some particles		weather/storms/rain
List any other hazards identified:				weatherystormsyram
N/A				
IN/A				
Identify the Rick		Risk Level	Current Con	trol Measures for the Risks
Identify the Risk			Current Con	troi Measures for the Risks
List specific Activity tasks related to the		(refer to the		
above identified hazards (if applicable	e) ana	Risk Rating		
the associated risks		Matrix below)		
Work in non-public area		Medium	_	orting room - other volunteers to
			be in attenda	
Working at heights		High		p-cubes and pallet jacks available
				higher-up items - safe and correct
				dures discussed at induction.
Sun avnocura		Low	The large du	moster hins are located outside the

warehouse - candidates will not be spending



		long periods of time in these areas (only to empty rubbish into these bins)
Dust or airborne particles	Very High	Cleaning of surfaces is completed on a regular basis to minimise accumulation of dust. Masks are also available for use.
Temperature (heat/cold)	Medium	Fans and Split aircons available in the store to combat the heat and cold respectively.
Are additional Control Measures required to r	l nanage these risk	s? Yes 🛛 No
If yes, detail below:	Tranage these history	
N/A		
·		
Psychological		
Identify the Hazards (tick if applicable):		
	h turnover of wor	kers 🛛 🖾 Fatigue
	rking directly with	n customers 🔀 Work-related stress
List any other hazards identified:		
N/A		
Identify the Risk	Risk Level	Current Control Measures for the Risks
List specific Activity tasks related to the	(refer to the	
above identified hazards (if applicable) and	Risk Rating	
the associated risks	Matrix below)	
Workplace bullying	Medium	Escalation process detailed at induction -
		confidential contact details provided to staff
		during induction as well
Conflict between workers	Medium	Supervisors/Warehouse Manager to intervene -
High turnover of workers	Low	moving to a new location and/or task
High turnover of workers Working directly with customers	Low Very High	Regular breaks Supervisors/Warehouse Manager to intervene if
working directly with customers	Very right	incident arises. Local emergency services also
		contactable i.e. Police.
Fatigue	Medium	Regular breaks
Work-related stress	Medium	Regular breaks. Escalation processes detailed to
		staff at induction. Staff break room also
		available staff to utilise during their break
		times.
<u></u>	1	



Are additional Control Measures required to m	nanage these risks	s? 🗌 Yes 🔀 No			
If yes, detail below: N/A					
Vulnerable People					
Does the Activity involve interaction with or procession cohorts include:	·		Yes No		
Children (under 18 years of age)		able Youth			
The elderly	The hor				
People with disability Migraphs who do not speak English	•	with mental illness			
Migrants who do not speak English	• Refuge women	residents (including men and			
If yes, what type of interaction or proximity wi		•	ors/Customors		
who attend the store, as well as other Salvos V					
may attend the store).	oranteers and sta	in may be vamerable (an conorc	3 H3ted above		
Identify the Risk	Risk Level	Current Control Measures			
List specific Activity tasks related to	(refer to the				
Vulnerable People (if applicable) and the	Risk Rating				
associated risks	Matrix below)				
Customers in the store	Very High	Supervisors/Store Managers o	n site will be in		
		attendance supervising WFD c	andidates.		
Volunteers/Staff at the store	Very High	Supervisors/Store Managers o	n site will be in		
		attendance supervising WFD c	andidates.		
Are additional Control Measures required to m	ianage these risks	? Yes No			
If yes, detail below: N/A					
IN/A					
Other					
Identify any additional hazards specific to the l	ocation or tasks o	of the Activity not covered in the	ahove		
i racinary arry additional mazaras specific to the i	Country of tasks t	The receivity flot covered in the	UNUVC		

Other				
Identify any additional hazards specific to the location or tasks of the Activity not covered in the above				
categories:				
Kimble/Tagging gun available in store to secure price tags to stock	High	Safe usage procedure explained to candidates at induction and upon usage of gun. Supervision of candidates when item is in use. Disinfection also available to sterilize the needle of the gun.		
Boiling water unit	High	There is a warning sign on this unit with "Caution Instant Boiling Water" written		
COVID 19 Transmission	Very High	All WFD candiates must provide proof of double vaccination to store		



			manager prior to commencement of placement.
Identify the Risk	Risk Level (refer to the Risk Rating Matrix below		ontrol Measures for the Risks
Are additional Control Measures requ	ired to manage these ri	sks? Yes	∑ No
If yes, detail below: N/A			



Risk Rating Matrix

RISK RATING MATRIX (Indicative Only)

	CONSEQUENCE				
LIKELIHOOD	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme
LIKELY	Medium	High	Very High	Very High	Extreme
POSSIBLE	Low	Medium	High	Very High	Very High
UNLIKELY	Low	Medium	Medium	High	Very High
RARE	Low	Low	Low	Medium	High

RISK LIKELIHOOD TABLE

LIKELIHOOD	Descriptors		
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily	
LIKELY	Is expected to occur occasionally (to be expected)	Expected to occur at least weekly	
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly	
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually	
RARE	May occur in exceptional circumstances only	Not expected to occur for years	

ACTIONS, DLEGATIONS AND ESCALATIONS:

Low:	Manage by routine procedures	
Medium:	Manage by specific monitoring or response procedures	
High:	Senior management attention needed	
Very High:	Executive / Senior management planning required	
Extreme:	Executive / Senior management will be involved	



CONSEQUE							
ITPE		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME	
		No injury or harm caused	Minimal harm caused	Loss of function			
Personal Injury	PI	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of life	Multiple deaths	
Duamantu		No damage caused.	Minimal damage caused.	Loss of building function			
Property Damage/Im pact	PD	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of use of building	Loss of building	
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine Loss / interruption <=4 hours	Disruption to a number of areas within a department or unit, possible flow on to other locations Loss / interruption <=1 day	All operational areas of a department or unit compromised, other locations are affected Loss / interruption >=1 week	Total system dysfunction and/or total shut-down of operations	
Environmen tal Impact	E	No lasting detrimental effect on the environment	Short term local detrimental effect	Local detrimental effect on the environment	Long term detrimental effect	Extensive detrimental long- term effect	
Financial Impact	FI	Under \$50,000	Between \$50K- 250K	Between \$250K- \$500K	Between \$500K- \$1M	Greater than \$1M	
Projects	P	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable	



Competent Person Declaration

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

Name: S. 47F(1)

Position: Work for the Dole Manager

Signature:

s. 47F(1)

Date: 16/11/2021



Risk Assessment Details

Activity Type (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole

Activity Name: VIC St Vincent de Paul - Port Melbourne Retail

Activity ID: 100211863, 100172400, 100172406, 100172409, 100172411

Host Organisation Name: St Vincent de Paul Society Victoria Inc

Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET Grant Recipient.

Activity Location Address: 276-278 Bay Street Port Melbourne

Employment Region: Inner Melbourne

Contact Person for Activity: S. 47F(1) Contact Person Phone Number: S. 47F(1)

Risk Assessment Conducted By: S. 47F(1)

Host Organisation Staff Member Risk Assessment conducted in consultation with: S. 47F(1)

Site Visit Date: 08/12/2021

Activity Details

Activity Description (e.g. food and hospitality – activity involves working in a café):

Customer service, pricing of items, secondary sorting of Items, tagging, packing, learning Point of Sale, merchandising goods, displaying items, cleaning floors, removing rubbish and assisting with stocktake when required.

Core duties to be undertaken by the Participant(s)			
(e.g. food preparation, serving customers, working the			
till, cleaning):			

- Picking and packing stock
- Loading and unloading stock from vehicles
- Sorting
- Counting stock
- Labelling
- · Cleaning.
- Tagging
- Merchandising
- Customer Service
- Pricing

What are the Supervision arrangements of the Activity? (e.g. ratio and frequency, continuous supervision for vulnerable cohorts)

15:1

Name of Supervisor(s):	Experience, skills, and knowledge of the Supervisor:
s. 47F(1)	s. 47F(1) is the current store manager, and has been with
	Vinnies for 5 years s. 47F(1) has lots of experience
	supervising and inducting volunteers.
s. 47F(1)	s. 47F(1)is the current assistant manager of the Port
	Melbourne Vinnies store and has been working for
	Vinnies for 2 years. She has experience inducting,
	supervising and assisting WFD participants.



What checks has the Host Organisation undertaken on Supervisors (e.g. Police Checks or Working with		
Children/Vulnerable People Checks): Police Checks and Working with Children Checks		
Considering the nature of the Activity (e.g. its proximity to Vulnerable People) and any		
relevant legislative requirements, would additional checks for Supervisors be required?		
Details of checks required: N/A		
If additional checks are required, these must be completed prior to the Supervisors being given		
responsibility for the Supervision of participants.		

Activity Requirements		
Does this Activity require a Police Check?	Xes No	
Does this Activity require a Working with Children/Vulnerable People Check?	🗌 Yes 🔀 No	
Is any training (including Work Health and Safety Training and COVID-19 safe practices)	Xes No	
required for participants to conduct the activity task(s) safely at commencement and for the		
duration of the Activity?		
If yes, please provide details of training to be undertaken (including the nature, scope, and dura	tion of the	
training):		
- Work Health and Safety Training, including COVID-19 safety practices such as practicing good hygiene and		
social distancing,		
- Site Specific Induction Training		
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity	Xes No	
task(s) safely?		
If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), E	Enclosed Shoes	
(Provider/Job Seeker)		
If PPE is required, who will provide this to participants? (Host Organisation or SRJA): Both (listed	l above)	

Activity Checks				
Where no is answered for any of the below questions, the Activity must not proceed.				
Does the Host Organisation have a COVID-Sa	ıfe plan (or similar) in place in	Xes No		
accordance with the requirements specified	by the relevant state or territory	Not required by state		
government?		or territory government		
Are you and is the Host Organisation satisfie	d that the Host Organisation is	Xes No		
compliant with COVID-19 safety requiremen	ts set by the relevant state/territory			
government and local health authorities?				
Is the Host Organisation satisfied that it has	current and appropriate insurance to	Xes No		
cover any risks associated with the Activity?				
Does the Activity meet the department's ins	Xes No			
participants as outlined in the Deeds, Guidel	No, but additional			
	insurance has been			
If applicable, provide details of additional ins	purchased			
Are there appropriate facilities (access to dri	Xes No			
available to the participant/s for the duration				
Does the Host Organisation have adequate V	Xes No			
deliver the Activity safely? For example:				
 WHS policies 	 Hazard identification and risk 			
Test and tag regime	assessments control procedures			
• Induction	and reporting process			
 Incident and injury management 	Safety equipment well maintained a g. fire outing uishers, bose reals			
procedures • Safety data sheets	e.g. fire extinguishers, hose reels, alarms, sprinklers Traffic vehicle			
Jaicty data silects	aidinis, spinikicis riunic venicie			



Hazardous substances storages and use	management			
of procedures and register	plans/procedures/protocols			
Training manuals	 Infection control and prevention 			
Emergency procedures in place	measures			
First aid and WHS officers		<u> </u>		
Are you satisfied that the Host Organisation is of	Yes No			
regulatory obligations?				
Is there adequate transport for participants to access the Activity?		Xes No		
Work for the Dole Activities only				
Will the Activity be held on Private Property?		Yes No		
Work for the Dole Activities must not be conduc	cted on Private property without			
express approval from the Department in writing	ng.			
Have you confirmed that the Activity does not	X Yes No			
of the jobactive Deed (which outlines prohibite				
listed in the Work for the Dole Guideline?				
If the Activity involves vulnerable people, will t	Xes No			
the participants? i.e. a participant must be with				
within the Supervisor's line of sight, always whi	le undertaking the Activity.			

Identify Hazards, Assess the level of Risk and Control the Risk						
COVID-19						
Identify the Hazards (tick if applicable):						
COVID-19 Infection from Host Organisation staff						
COVID-19 Infection from visitors to Activity location COVID-19 Infection from touching surfaces						
Identify the level of Risk						
List specific Activity tasks associated with these hazards if applicable (e.g. serving customers): Serving customers, handling merchandise and donations, working with other volunteers and WFD participants, touching surfaces throughout store, handling cash						
Assessed Risk Level (refer to the Risk Rating Matrix below): Very High						
Control Measures	Implemented by Host?					
Host Organisation will provide specific training to participants in relation to COVID-1 Safety measures	9 Yes No					
Participants are informed of Host Organisations COVID Safe plan	⊠ Yes ☐ No					
Staff and participants briefed on symptoms of COVID-19 and told to stay home if the have <u>any</u> cold or flu symptoms	ey Xes No					
Cleaning and disinfecting processes in place in accordance with guidance from Safe Work Australia and public health authorities	Xes No					
Physical distancing measures in place (e.g. calculating people per square metre permitted in enclosed spaces)	Yes No					
Contact tracing mechanisms in place	⊠ Yes ☐ No					
Signage on correct hand washing displayed on site						
Hand washing facilities available to participants	∑ Yes ☐ No					
Hand sanitiser available to participants	∑ Yes ☐ No					
Appropriate PPE available to participants (e.g. masks, gloves)	∑ Yes ☐ No					



List additional control measures and details of these controls below:

- -Hand sanitiser available upon entry to store for both customers and staff
- Hand sanitiser also available throughout the store and back of house for staff to utilise
- Sign-in requried for all staff for contact tracing purposes
- Markers on selling floor to indicate required distancing (1.5 metres)
- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)
- Masks and gloves available for use
- Specific bin for used gloves and masks which is securely disposed of
- Store is sanitised (counter and all surfaces) throughout the day
- COVID plan folder kept on site as well detailing the stores COVID safe plan
- QR codes displayed at the entrance of the store for check-in
- Verification of vaccination with store manager prior to commencement of employment for all volunteers.

Monitoring Frequency

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly

For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.

Fire					
Identify the Hazards (tick if applicable):					
Accumulation of Dust	⊠ Elec	Electrical Circuits		Combustible Materials	
	X Accı	umulation of Rubb	oish	Smoking at Activity location	
No Fire Alarms	Unte	Untested Fire Alarms		Fire Alarms not working	
No Emergency Plan in place	☐ No f	ire extinguishers		Fire exit signs not working	
Fire & Evacuation Drills not	Fire	Fire extinguishers not serviced		☐ Blocked Fire Exits	
carried out at least annually	every 6	every 6 months			
List any other hazards identified:					
N/A					
Identify the Risks	e Risks Risk Level Current Co		Current Cor	ntrol Measures for the Risks	
List specific Activity tasks related to the (refer to the					
above identified hazards (if applicable) and Risk Rating					
the associated risks Matrix below)					
Accumulation of Dust		Medium	Regular clea	aning of store, including dusting,	
				noping and vacuuming.	
No Fire Drill Performed		Medium	' '		
				d. Illuminated emergency exits signs,	
			installed. Evac plan located in various locations,		
				ring exit points. Fire/ Drill not	
				evacuation process discussed during	
				Horn is used to notify.	
Combustible Materials		Medium		uch as clothing, furniture and other	
				e items can be found throughout the	
				s are stored and displayed safely and	
			_	ishers can be found at various	
				roughout the warehouse.	
Flammable Liquids		Medium		ly, away from electrical points. Label	
				f liquids display flammable liquid	
			warning an	d each liquid is clearly labelled.	



Accumulation of Rubbish		High	Large dumpster bins bins located out the back/side of the store, and these are emptied frequently.		
Electrical Circuits		High	No damage to electrical circuits - not overcrowded and have recently been Test & Tagged (May 2021). Fire extinguishers have also been checked within the last 6 months (Nov 21). Safe Fire Orders also displayed on WH&S noticeboard in break room. Illuminated emergency exit signs also displaying exit points.		
				_	
Are additional Control Measures requi If yes, detail below: N/A	red to n	nanage these risks	? 📘 Yes 📐	<u> </u>	10
Monitoring Frequency					
If applicable, specify the frequency SR. Quarterly, 6 monthly): 6 Monthly	IA will m	nonitor these cont	rols (e.g. We	ekly	y, Fortnightly, Monthly,
L					
Facilities					
Identify the Hazards (tick if applicable)	:				
Floors with large cracks or holes	_	rp edges			Clutter
Step/stairs	⊠ Slipį	pery surfaces			Obstructions in walkways
Heavy items stored at heights	Ove	rloaded shelves			Direct or indirect glare
Inadequate illumination	_	emergency lighting			Overflowing bins
Not enough bins provided	☐ Vehicles/trailers at location				Gas/Pressurised containers
LPG Gas	Machinery Machinery				Heavy Machinery
Machinery/plant registers not	, · _				
<u> </u>	traffic/pedestrian intersections) maintained				
☐ Bathroom facilities not ☐ No floor maps/exit signs ☐ Work areas not clean/well maintained ☐ maintained					
List any other hazards identified: - Theft of personal belongings - Ladders available					
Identify the Risk		Risk Level	Current Cor	ntro	ol Measures for the Risks
List specific Activity tasks related to the	2	(refer to the			
above identified hazards (if applicable)		Risk Rating			
the associated risks		Matrix below)			



Slippery surfaces		High	Surfaces w	vithin store that could potentially
			become sl	ippery when wet. Mops and buckets
			available a	as a control measure, as well as Wet
			Floor Signs	s for use (stored neatly in corner of
			_	om with Mops and Buckets)
Theft of personal belongings		Medium		ers available for all staff to utlise to
			store their	personal belongings. CCTV installed
			throughou	
Ladders Available		High		vailable for use to reach items which
				-up. Safe and correct usage
				es discussed at induction.
Stairs		Med		ding to upstairs are sound, have
Stairs		IVIEU		and Rubber non slip treads
			Hallulans a	and Rubber Hori slip treads
Heavy items at and at heights		Himb	Laddawaa	
Heavy items stored at heights		High		nd steb-cubes available to safely
				ms stored up high. Safe lifting
			-	s also discussed at induction,
			_	eam lifting for heavy items etc. These
			-	s are also displayed on the WH&S
			noticeboa	rd.
Are additional Control Measures requ	ired to n	nanage these risks	s? Yes	⊠ No
If yes, detail below:				
N/A				
<u> </u>				
Electrical				
	•			
Identify the Hazards (tick if applicable				T
Broken plugs		ed or damaged c		Power tools
Electrical equipment		hen appliances (fi	•	No testing and tagging of
	microw	ave, kettle, sandv	vich press)	electrical equipment
Damaged wire insulation	Elec	trical outlets clos	e to water	Overloaded circuits
Power points not fixed to walls				
List any other hazards identified:				
N/A				
Identify the Risk		Risk Level	Current Co	ontrol Measures for the Risks
		(refer to the		



List specific Activity tasks related to the	Risk Rating	
above identified hazards (if applicable) and	Matrix below)	
the associated risks		
Electrical equipment	Very High	Electrical equipment is in good condition and
		not damaged - all equipment has been Test &
		Tagged (May 2021).
Kitchen appliances	Medium	All kitchen appliances have been Test & Tagged
		(May 2021).
Are additional Control Measures required to n	nanage these risks	? 🗌 Yes 🔀 No
If yes, detail below:		
N/A		
First Aid		
First Aid Identify the Hazards (tick if applicable):		
Identify the Hazards (tick if applicable):	t aid kit not access	sible First aid kit contents missing
Identify the Hazards (tick if applicable): No first aid kit available First	t aid kit not access first aid officers	<u>-</u>
Identify the Hazards (tick if applicable): No first aid kit available First		First aid kit contents missing Activity located long distance from emergency services
Identify the Hazards (tick if applicable): No first aid kit available First		Activity located long distance
Identify the Hazards (tick if applicable): No first aid kit available First aid kit contents expired List any other hazards identified:	first aid officers	Activity located long distance
Identify the Hazards (tick if applicable): No first aid kit available First aid kit contents expired List any other hazards identified:	first aid officers om and is clearly la	Activity located long distance from emergency services
Identify the Hazards (tick if applicable): No first aid kit available First aid kit contents expired No first aid kit contents expired No first aid kit contents expired First aid kit is available in the kitchen/staff roc	first aid officers om and is clearly la	Activity located long distance from emergency services
Identify the Hazards (tick if applicable): No first aid kit available First aid kit contents expired No first aid kit contents expired No first aid kit contents expired First aid kit is available in the kitchen/staff roc	first aid officers om and is clearly la	Activity located long distance from emergency services
Identify the Hazards (tick if applicable): No first aid kit available First First aid kit contents expired No List any other hazards identified: First Aid kit is available in the kitchen/staff roc stocked and nothing has passed the expiry data	first aid officers om and is clearly la e. Staff made awa	Activity located long distance from emergency services abelled and easily accesible. First Aid kit is well are of location of First Aid kit at induction.
Identify the Hazards (tick if applicable): No first aid kit available First First aid kit contents expired No List any other hazards identified: First Aid kit is available in the kitchen/staff roc stocked and nothing has passed the expiry data	om and is clearly late. Staff made awa	Activity located long distance from emergency services abelled and easily accesible. First Aid kit is well are of location of First Aid kit at induction.
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Identify the Hazards (tick if applicable): No first aid kit available First First aid kit contents expired No List any other hazards identified: First Aid kit is available in the kitchen/staff roc stocked and nothing has passed the expiry dat Identify the Risks	om and is clearly late. Staff made award (refer to the Risk Rating Matrix below)	Activity located long distance from emergency services abelled and easily accesible. First Aid kit is well are of location of First Aid kit at induction. Current Control Measures for the Risks Emergency Information located on notice
Identify the Hazards (tick if applicable): No first aid kit available First First aid kit contents expired No List any other hazards identified: First Aid kit is available in the kitchen/staff roc stocked and nothing has passed the expiry dat Identify the Risks	om and is clearly late. Staff made award (refer to the Risk Rating Matrix below)	Activity located long distance from emergency services abelled and easily accesible. First Aid kit is well are of location of First Aid kit at induction. Current Control Measures for the Risks Emergency Information located on notice
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Are additional Control Measures required to manage these risks? Yes No						
If yes, detail below:						
Manual Handling/Ergonomics						
Identify the Hazards (tick if applicable)	:					
Repetitive movements	X Hea	vy lifting		Handling high or sudden force		
Improperly adjusted		ks with sustained	or	Tasks involving exposure to		
workstations and chairs	awkwar	rd postures		vibration		
List any other hazards identified:		•	•			
Standing for long periods of time whils	t sorting	g donations				
Identify the Risk		Risk Level	Current Con	trol Measures for the Risks		
List specific Activity tasks related to the	2	(refer to the				
above identified hazards (if applicable)	and	Risk Rating				
the associated risks		Matrix below)				
Repetitive movements		Medium	Regular bre	aks provided to staff. Staff break		
			room Is ava			
Heavy lifting		High	Various equ	ipment is available for staff to utilise		
			to handle ar	nd move goods around the store,		
			including sti	llages. Safe lifting procedures also		
			discussed at	induction, including team lifting for		
			heavy items	etc. These procedures are also		
			displayed or	n the WH&S noticeboard.		
Handling high or sudden force		High	Various equ	ipment available for staff to utilise		
			to access if	the item is kept higher up, including		
			ladders and	step-cubes. Safe lifting/ moving		
			procedures	also discussed during induction, re		
			moving bins	s, heavier items etc.		
Standing for long periods of time whilst		Medium	_	aks provided. Gel mats are also		
sorting donations			stationed at	sorting areas to cushion these		
				e candidates may be standing to sort		
			_	nations. Regular rotation of duties		
				s well. There is a staff break room		
				nereby staff can sit during their		
			break.			
				7		
Are additional Control Measures requi	red to m	nanage these risks	s? 🗌 Yes 🔀	∬ No		
If ves. detail below:						



N/A						
Chemical						
Identify the Hazards (tick if applicable):					
Non-hazardous chemicals	Haz	ardous chemicals		Asbestos		
Acids	Pois	son				
List names of chemical/s present at Activity: Dishwashing liquid, hand sanitizer, hand wash, disinfectant cleaner, toilet spray, Mr Sheen.						
List any other hazards identified: N/A						
Identify the Risk List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks Risk Level (refer to the Risks (refer to the Risk Rating Matrix below)						
Non-hazardous chemicals	,			products stored safely throughout ems are clearly labelled.		
				7.		
Are additional Control Measures required to manage these risks? Yes No If yes, detail below: N/A						
Biological						
Identify the Hazards (tick if applicable):					
Food Handling		er Virus/Disease		□ Blood/Bodily Fluid		
Animal Handling	Radiation			Lead (contained in paint,		
_	solders, batteries, radiation			solders, batteries, radiation shielding, ammunition)		
List any other hazards identified: N/A						
Identify the Risk						
List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks (if applicable) (refer to the Risk Rating Matrix below)						
Blood/Bodily fluid		High	Potential fo	or contact with blood/bodily fluid		
, , ,		J	whilst sorting through donated goods. Gloves are available for use whilst sorting.			
		1	I			



Are additional Control Management	م مداد مدن		?	N.o.
Are additional Control Measures requ	iirea to n	nanage these risks	s? 🔝 Yes 🔀	No
If yes, detail below: N/A				
Environment				
Identify the Hazards (tick if applicable	e):			
Work on Private Property (i.e.		rk with a sole trad	er (i.e.	Working in one or more
privately-owned land or privately-		or hairdresser w	-	different workplaces/sites
owned or occupied estate or house)		small shop or priv	•	
	residen			
Alternative hours of work (i.e.	☐ Woi	rking alone with a	nother	Travel will take place during
early starts, night work)	person			Activity (i.e. between sites)
Working outdoors	Wo	rking near water (creek, river,	Exposure to
	beach,	dam)		wastewater/sewerage
Work in a non-public area	Exp	osure to harmful _l	plants	Exposure to Sound/Noise
Exposure to Animals/Insects		exposure		Temperature (heat/cold)
Working at heights	🔀 Dus	st or airborne particles		Exposure to
				weather/storms/rain
List any other hazards identified:				
N/A				
Identify the Rick		Risk Level	Current Cont	trol Measures for the Risks
Identify the Risk List specific Activity tasks related to the	10	(refer to the	Current Com	tion weasures for the Risks
above identified hazards (if applicable		Risk Rating		
the associated risks	., una	Matrix below)		
Work in non-public area		Medium	Working in sorting room - other volunteers to	
Tronk in non-paone area		- Wiedidiii	be in attendance.	
Working at heights		High	Ladders, step-cubes are available for reaching	
			higher-up items - safe and correct usage	
				discussed at induction.
Dust or airborne particles		Very High Cleaning of surfaces is completed on a regu		urfaces is completed on a regular
·				mise accumulation of dust. Masks
			are also avai	lable for use.
Temperature (heat/cold)		Medium	Fans/ Split ai	rcon available throughout the store
			and sorting t	o combat the heat and cold
			respectively.	
		1		



	Ī	T
	L	
Are additional Control Measures required to n	nanage these risks	s? L Yes X No
If yes, detail below:		
N/A		
De dedected		
Psychological		
Identify the Hazards (tick if applicable):		N
	n turnover of worl	
	rking directly with	customers Work-related stress
List any other hazards identified:		
N/A		
Identify the Diele	Diele Level	Compart Control Management for the Disks
Identify the Risk	Risk Level	Current Control Measures for the Risks
List specific Activity tasks related to the	(refer to the	
above identified hazards (if applicable) and the associated risks	Risk Rating Matrix below)	
Workplace bullying	Medium	Escalation process detailed at induction -
Workplace bullying	Medium	confidential contact details provided to staff
		during induction as well
Conflict between workers	Medium	Supervisors/Warehouse Manager to intervene -
Connect between workers	Wicaram	moving to a new location and/or task
High turnover of workers	Low	Regular breaks
Working directly with customers	Very High	Supervisors/Warehouse Manager to intervene if
Working directly with customers	10.7.1.8.1	incident arises. Local emergency services also
		contactable i.e. Police.
Fatigue	Medium	Regular breaks
Work-related stress	Medium	Regular breaks. Escalation processes detailed to
		staff at induction. Staff break room also
		available staff to utilise during their break
		times.
Are additional Control Measures required to n	nanage these risks	s? Yes No
If yes, detail below:		
N/A		
Vulnerable People		
Does the Activity involve interaction with or p	roximity to vulner	able cohorts? Vulnerable 🔀 Yes 🗌 No
cohorts include:		
 Children (under 18 years of age) 	 Vulnera 	able Youth
The elderly	 The ho 	meless



People with disability
 Migrants who do not speak English
 Refuge residents (including men and women)
 If yes, what type of interaction or proximity will participants have with Vulnerable people? Visitors/Customers who attend the store, as well as other Volunteers and staff may be vulnerable (all cohorts listed above may attend the store).

attend the store).						
Identify the Risk	Risk Level	Current Control Measures				
List specific Activity tasks related to	(refer to the					
Vulnerable People (if applicable) and the	Risk Rating					
associated risks	Matrix below)					
Customers in the store	Very High	Supervisors/Store Managers on site will be in				
		attendance supervising WFD candidates.				
Volunteers/Staff at the store	Very High	Supervisors/Store Managers on site will be in				
		attendance supervising WFD candidates.				
Are additional Control Measures required to manage these risks? Yes No						
If yes, detail below:		·				
N/A						

Other				
Identify any additional hazards speci categories:	fic to the	location or tasks o	of the Activit	ry not covered in the above
Kimble/Tagging gun available in store to secure price tags to stock	High			Safe usage procedure explained to candidates at induction and upon isage of gun. Supervision of candidates when item is in use. Disinfectent also available to sterilize the needle of the gun.
COVID 19 Transmission	Very High			All WFD candiates must provide proof of double vaccination to store manager prior to commencement of placement.
Identify the Risk		Risk Level (refer to the Risk Rating Matrix below)	Current Co	ontrol Measures for the Risks



Are additional Control Measures required to m	nanage these risks	s? 🗌 Yes 🔀 No
If yes, detail below:		
N/A		



Risk Rating Matrix

RISK RATING MATRIX (Indicative Only)

	CONSEQUENCE					
LIKELIHOOD	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME	
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme	
LIKELY	Medium	High	Very High	Very High	Extreme	
POSSIBLE	Low	Medium	High	Very High	Very High	
UNLIKELY	Low	Medium	Medium	High	Very High	
RARE	Low	Low	Low	Medium	High	

RISK LIKELIHOOD TABLE

LIKELIHOOD	Descriptors					
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily				
LIKELY	Is expected to occur occasionally (to be expected)	Expected to occur at least weekly				
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly				
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually				
RARE	May occur in exceptional circumstances only	Not expected to occur for years				

ACTIONS, DLEGATIONS AND ESCALATIONS:

7			
Low:	Manage by routine procedures		
Medium:	Manage by specific monitoring or response procedures		
High:	Senior management attention needed		
Very High:	Executive / Senior management planning required		
Extreme:	Executive / Senior management will be involved		



CONSEQUENCE TYPE		CONSEQUENCE - DEGREE OF SEVERITY						
ITPE		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME		
		No injury or harm caused	Minimal harm caused	Loss of function				
Personal Injury	PI	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of life	Multiple deaths		
Property		No damage caused.	Minimal damage caused.	Loss of building function				
Damage/Im pact	PD	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of use of building	Loss of building		
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine Loss / interruption <=4 hours	Disruption to a number of areas within a department or unit, possible flow on to other locations Loss / interruption <=1	All operational areas of a department or unit compromised, other locations are affected Loss / interruption >=1 week	Total system dysfunction and/or total shut-down of operations		
Environmen tal Impact	E	No lasting detrimental effect on the environment	Short term local detrimental effect	day Local detrimental effect on the environment	Long term detrimental effect	Extensive detrimental long- term effect		
Financial Impact	FI	Under \$50,000	Between \$50K- 250K	Between \$250K- \$500K	Between \$500K- \$1M	Greater than \$1M		
Projects	P	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable		



Competent Person Declaration

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

Name: S. 47F(1)

Position: Work for the Dole Manager

Signature:

s. 47F(1)

Date: 08/12/2021



Risk Assessment Details

Activity Type (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole

Activity Name: VIC St Vincent de Paul - Ascot Vale Retail

Activity ID: 100248988, 100215690, 100169633, 100169639, 100172423, 100169645, 100169647

Host Organisation Name: St Vincent de Paul Society Victoria Inc

Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET Grant Recipient.

Activity Location Address: 155 Maribyrnong Rd, Ascot Vale VIC 3032

Employment Region: North West Melbourne

Contact Person for Activity: S. 47F(1) Contact Person Phone Number: S. 47F(1)

Risk Assessment Conducted By: S. 47F(1)

Host Organisation Staff Member Risk Assessment conducted in consultation with: S. 47F(1)

Site Visit Date: 16/11/2021

Activity Details

Activity Description (e.g. food and hospitality – activity involves working in a café):

Retail/Customer Service - duties range from customer services at the front house to production area at the back of house.

Core duties to be undertaken by the Participant(s)
(e.g. food preparation, serving customers, working the
till. cleaning):

- Serving customers
- Merchandising
- Sales
- Stock-take
- Pricing
- Steaming
- Cleaning
- Sorting

What are the Supervision arrangements of the Activity? (e.g. ratio and frequency, continuous supervision for vulnerable cohorts)

15:1

Name of Supervisor(s):	Experience, skills, and knowledge of the Supervisor:
s. 47F(1)	s. 47F(1) is the current store manager, and has been with
	Vinnies for 3 years. He was previously managing the
	Heidelberg West store. s. 47F(1) has lots of experience
	supervising and inducting WFD candidates.
s. 47F(1)	s. 47F(1) is the Retail Assistant Manager at the Ascot Vale
	store, and has has been working with Vinnies for 9
	years. She also has experience supervising and
	assisting the WFD participants.

What checks has the Host Organisation undertaken on Supervisors (e.g. Police Checks or Working with Children/Vulnerable People Checks): Police Checks and Working with Children Checks



Considering the nature of the Activity (e.g. its proximity to Vulnerable People) and any	Yes 🔀 No
relevant legislative requirements, would additional checks for Supervisors be required?	
Details of checks required: N/A	
If additional checks are required, these must be completed prior to the Supervisors being given	
responsibility for the Supervision of participants.	

Activity Requirements	
Does this Activity require a Police Check?	Xes No
Does this Activity require a Working with Children/Vulnerable People Check?	🗌 Yes 🔀 No
Is any training (including Work Health and Safety Training and COVID-19 safe practices)	🛛 Yes 🗌 No
required for participants to conduct the activity task(s) safely at commencement and for the	
duration of the Activity?	
If yes, please provide details of training to be undertaken (including the nature, scope, and dura	tion of the
training):	
- Work Health and Safety Training, including COVID-19 safety practices such as practicing good I	nygiene and
social distancing,	
- Site Specific Induction Training	
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity	Xes No
task(s) safely?	
If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), E	Inclosed Shoes
(Provider/Job Seeker)	
If PPE is required, who will provide this to participants? (Host Organisation or SRJA): Both (listed	l above)

	Activity Checks	
Where no is answered for any of	the below questions, the Activity mus	st not proceed.
Does the Host Organisation have a COVID-Safe	plan (or similar) in place in	Xes No
accordance with the requirements specified by	the relevant state or territory	Not required by state
government?		or territory government
Are you and is the Host Organisation satisfied t	hat the Host Organisation is	Xes No
compliant with COVID-19 safety requirements	set by the relevant state/territory	
government and local health authorities?		
Is the Host Organisation satisfied that it has cu	rrent and appropriate insurance to	Xes No
cover any risks associated with the Activity?		
Does the Activity meet the department's insura	ance policies purchased for	Xes No
participants as outlined in the Deeds, Guideline	es and Insurance Readers Guide?	No, but additional
		insurance has been
If applicable, provide details of additional insur	purchased	
Are there appropriate facilities (access to drink	ing water and toilets) that will be	Xes No
available to the participant/s for the duration of	of the Activity?	
Does the Host Organisation have adequate WH	IS policies and processes in place to	Xes No
deliver the Activity safely? For example:		
WHS policies	 Hazard identification and risk 	
Test and tag regime	assessments control procedures	
• Induction	and reporting process	
Incident and injury management	Safety equipment well maintained	
procedures	e.g. fire extinguishers, hose reels,	
Safety data sheetsHazardous substances storages and use	alarms, sprinklers Traffic vehicle	
of procedures and register	management plans/procedures/protocols	
Training manuals	p.a	



Activity Risk Assessment (Place)	Job Access
 Emergency procedures in place First aid and WHS officers Infection control and prevention measures 	
Are you satisfied that the Host Organisation is compliant with WHS legislative and regulatory obligations?	Xes No
Is there adequate transport for participants to access the Activity?	Xes No
Work for the Dole Activities only	
Will the Activity be held on Private Property? Work for the Dole Activities must not be conducted on Private property without express approval from the Department in writing.	☐ Yes ☒ No
Have you confirmed that the Activity does not fall within the scope of clause 108.1 of the jobactive Deed (which outlines prohibited activities) and or/any exclusions listed in the Work for the Dole Guideline?	Xes No
If the Activity involves vulnerable people, will there be Continuous Supervision of the participants? <i>i.e.</i> a participant must be with or alongside the Supervisor, or within the Supervisor's line of sight, always while undertaking the Activity.	Yes No
Identify Hazards, Assess the level of Risk and Control	the Risk
COVID-19	
Identify the Hazards (tick if applicable):	
COVID-19 Infection from Host Organisation staff COVID-19 Infection from	m other participants
COVID-19 Infection from visitors to Activity location COVID-19 Infection from	m touching surfaces
Identify the level of Risk	
List specific Activity tasks associated with these hazards if applicable (e.g. serving custo Serving customers, handling merchandise and donations, working with other voluntee touching surfaces throughout store, handling cash	
Assessed Risk Level (refer to the Risk Rating Matrix below): Very High	
Control Measures	Implemented by Host?
Host Organisation will provide specific training to participants in relation to COVID-19 Safety measures	∑ Yes ☐ No
Participants are informed of Host Organisations COVID Safe plan	X Yes No
Staff and participants briefed on symptoms of COVID-19 and told to stay home if they have <u>any</u> cold or flu symptoms	Yes No
Cleaning and disinfecting processes in place in accordance with guidance from Safe Work Australia and public health authorities	Yes No

List additional control measures and details of these controls below:

Appropriate PPE available to participants (e.g. masks, gloves)

Physical distancing measures in place (e.g. calculating people per square metre

- Hand sanitiser available upon throughout the store and back of house for staff and customers to utilise
- Plexi-glass barriers erected at POS

permitted in enclosed spaces)

Contact tracing mechanisms in place

Hand sanitiser available to participants

Signage on correct hand washing displayed on site

Hand washing facilities available to participants

- Tape at POS to prevent close contact from customers or other staff
- Markers on selling floor to indicate required distancing (1.5 metres)

Yes No

No

No No

No

No

Yes

Yes

Yes

Yes

Yes



- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)
- Masks and gloves available for use
- Store is sanitised (counter and all surfaces) throughout the day
- COVID plan available on Intranet
- A 2nd break room has been fashioned to ensure there is not an accumulation of staff in the orginal break room
- Tongs to be used when grabbing food items to eat
- All staff and volunteers must provide proof of double vaccination to store manager in order for them to work within the store
- QR codes displayed at entry points for sign in purposes

Monitoring Frequency

Eiro

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly

For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.

riie					
Identify the Hazards (tick if applicable)):				
Accumulation of Dust	⊠ Elec	trical Circuits		Combustible Materials	
	X Accı	umulation of Rubb	oish	Smoking at Activity location	
☐ No Fire Alarms	Unte	ested Fire Alarms		Fire Alarms not working	
No Emergency Plan in place	☐ No f	ire extinguishers		Fire exit signs not working	
Fire & Evacuation Drills not	Fire	extinguishers not	serviced	☐ Blocked Fire Exits	
carried out at least annually	every 6	months			
List any other hazards identified:					
Smoke detectors can be found in the s			•	•	
event of a fire. An evacuation drill was	also rec	ently conducted I	oy manageme	ent and staff.	
Identify the Risks		Risk Level	Current Con	trol Measures for the Risks	
List specific Activity tasks related to th		(refer to the			
above identified hazards (if applicable) and	Risk Rating			
the associated risks		Matrix below)			
Accumulation of Dust		Medium	Regular cleaning of store and back sorting area,		
			including du	isting, sweeping, moping and	
			vacuuming.		
Electrical Circuits		Medium	No damage	to electrical circuits - not	
			overcrowde	d and have recently been Test &	
			Tagged (16/	06/2021). Fire extinguishers have	
			also been ch	necked within the last 6 months	
			(May 2021).	Safe Fire Orders also displayed on	
				eboard in break room. Illuminated	
			emergency (exits signs also displaying exit	
			points.	3 1 7 3	
Combustible Materials		Medium	•	ich as clothing, furniture and other	
				e items can be found throughout the	
				orting room - items are stored and	
				Ifely and Fire Extinguishers can be	
				rious locations throughout the store.	
				ctors set up throughout store.	
			S. HORE GELE	ctors set up timoughout store.	



Flammable Liquids		Medium	electrical p	oints nmab	sorting area, away from . Label on bottle of liquids ble liquid warning and each abelled.
Accumulation of Rubbish		High	Rubbish bir	Rubbish bins located out the back of store, and bins are emptied at least once a week	
			onio are en	·ptict	a acticust office a Week
Are additional Control Measures requ	uired to m	nanage these risks	? 🗌 Yes 🛭	✓ No)
If yes, detail below: N/A					
Monitoring Frequency					
If applicable, specify the frequency SF Quarterly, 6 monthly): 6 Monthly	RJA will m	onitor these cont	rols (e.g. We	ekly,	Fortnightly, Monthly,
Facilities					
Identify the Hazards (tick if applicable	· —				
Floors with large cracks or holes		p edges			Clutter
Step/stairs		pery surfaces			Obstructions in walkways
Heavy items stored at heights	Overloaded shelves				Direct or indirect glare
Inadequate illumination	No emergency lighting				Overflowing bins
Not enough bins provided	Vehicles/trailers at location			=	Gas/Pressurised containers
LPG Gas	=	chinery		_	Heavy Machinery
Machinery/plant registers not					Kitchen areas not clean/well
maintained		pedestrian interse	·		ntained
Bathroom facilities not	∐ No t	loor maps/exit sig	gns	_	Work areas not clean/well
clean/well maintained				mai	ntained
List any other hazards identified:					
Theft of personal belongingsLadders available					
- Laduers available					
Identify the Risk		Risk Level	Current Co	ntrol	Measures for the Risks
List specific Activity tasks related to the		(refer to the			The data of the man
above identified hazards (if applicable) and		Risk Rating			
the associated risks		Matrix below)			
Slippery surfaces		High	Surfaces wi	ithin	store that could potentially
	_	become slippery when wet. Mops and buckets			
			available as	a co	ntrol measure, as well as Wet
			Floor Signs		



Theft of personal belongings		Medium	Staff locke	rs available for all staff to utlise to
			store their	personal belongings. CCTV also set
			up through	nout store and surrounding areas
Ladders Available		High		ders available for use to reach items
				higher-up. Safe and correct usage
				s discussed at induction.
Vehicles/trailers at location		High	•	rithin location at the receiving area at
				ore, which leads out to a laneway, but
				ot travel up this laneway (donations
				ed of at designated areas at the
				of the laneway). Hi Vis clothing is also
				or staff to wear whilst working within
6. /			this area.	
Step/stairs		High		ne step leading into the kitchen/tea
				has been painted yellow to highlight
			it and mini	imise the risk of tripping.
Are additional Control Measures requir	ed to n	nanage these risks	? Yes	⊠ No
If yes, detail below:				
N/A				
''''				
Floatsiaal				
Electrical				
Identify the Hazards (tick if applicable):	_			I 🗀 -
☐ Broken plugs		red or damaged co		Power tools
1 - · · ·		hen appliances (fr	-	No testing and tagging of
		ave, kettle, sandw	•	electrical equipment
Damaged wire insulation	Elec	trical outlets close	e to water	Overloaded circuits
Power points not fixed to walls				
List any other hazards identified:				
N/A				
Identify the Risk		Risk Level	Current Co	ontrol Measures for the Risks
List specific Activity tasks related to the		(refer to the		
above identified hazards (if applicable)	and	Risk Rating		
the associated risks		Matrix below)		



Electrical equipment	Very High	Electrical equipment is in good condition and the not damaged - all equipment has recently Test & Tagged (16/06/2021).	
Kitchen appliances	Medium	All kitchen appliances have recently been Tagged (16/06/2021). All are well maintai and not damaged.	
		and not damaged.	
Are additional Control Measures require	ad to manage these risk	 ks?	
If yes, detail below:	eu to manage these his	KS: Tes VINO	
N/A			
N/A			
First Aid			
Identify the Hazards (tick if applicable):			
No first aid kit available	First aid kit not acces	ssible First aid kit contents missi	ing
First aid kit contents expired	No first aid officers	Activity located long dista	
	_	from emergency services	
List any other hazards identified:			
		nd is clearly labelled and easily accesible. Sta	
members S. $47F(1)$ and S. $47F(1)$,	st Aid officers for the store. First Aid kit is we	ell
stocked and nothing has passed the exp	iry date. Staff made aw	vare of location of First Aid kit at induction.	
	D: 1		
Identify the Risks	Risk Level	Current Control Measures for the Risks	
	(refer to the		
	Risk Rating		
	Matrix below)		
Are additional Control Measures require	ed to manage these risk	ks?	
If yes, detail below:			



Manual Handling/Ergonomics						
Identify the Hazards (tick if applicable)						
Repetitive movements	🔲 Hea	vy lifting		Handling high or sudden force		
☐ Improperly adjusted	Tasl	ks with sustained	or	Tasks involving exposure to		
workstations and chairs	awkwai	rd postures		vibration		
List any other hazards identified:						
Standing for long periods of time whils	t sorting	g donations				
Identify the Risk		Risk Level	Current Control Measures for the Risks			
List specific Activity tasks related to the	?	(refer to the				
above identified hazards (if applicable)	and	Risk Rating				
the associated risks		Matrix below)				
Repetitive movements		Medium	_	eaks provided to staff. Staff break also available.		
Heavy lifting		High		uipment is available for staff to utilise		
Treaty manag		6		nd handle goods around the store,		
				tillages, trolleys, roller racks, hand		
			_	niture/mattress trolleys and ladders.		
			The state of the s	procedures also discussed at		
			_	including team lifting for heavy items		
			-	procedures are also displayed on the		
				WH&S noticeboard and throughout the store.		
Handling high or sudden force		High	+	rs available throughout the sorting		
			area for sta	aff to utilise.		
Standing for long periods of time whils	t	Medium	•	eaks provided. Regular rotation of		
sorting donations				occur as well. There is a staff break		
				able whereby staff can sit during		
				. There are also chairs available for		
			staff to util	ise if need be.		
Are additional Control Measures requi	red to n	nanage these risks	s? Yes	⊠ No		
If yes, detail below:						
N/A						
Chemical						
Identify the Hazards (tick if applicable)						



Non-hazardous chemicals		ardous chemicals		Asbestos
Acids	Pois	son		
List names of chemical/s present at A	ctivity:			
Dishwashing soap, disinfectant spray,	hand sa	nitizer, toilet clea	ner, hand so	ap, floor cleaner and disinfectant
cleaner.				
List any other hazards identified:				
N/A				
Identify the Risk		Risk Level	Current Co	ntrol Measures for the Risks
List specific Activity tasks related to th	ie	(refer to the		
above identified hazards (if applicable	e) and	Risk Rating		
the associated risks		Matrix below)		
Non-hazardous chemicals		High		g products stored safely throughout
				e in bathroom, some in kitchen). All
				learly labelled.
Hazardous Chemicals		High		ous chemicals are stored safely on
				BOH area. All items are clearly
			labelled.	
Are additional Control Measures requ	ired to r	nanage these risk	S? Tyes	⊠ No
If yes, detail below:			, <u> </u>	
N/A				
,				
Biological				
Identify the Hazards (tick if applicable):			
Food Handling		er Virus/Disease		
Animal Handling		iation		Lead (contained in paint,
				solders, batteries, radiation
				shielding, ammunition)
List any other hazards identified:				
N/A				
Identify the Risk		Risk Level	Current Co	ntrol Measures for the Risks
List specific Activity tasks related to th		(refer to the		
above identified hazards (if applicable	e) and	Risk Rating		
the associated risks		Matrix below)		
Blood/Bodily fluid		High		or contact with blood/bodily fluid
				ing through donated goods. Gloves
			are availab	le for use whilst sorting.
1		Ī	1	



Are additional Control Measures requ	ired to m	nanage these risks	? Yes 🖂	No	
If yes, detail below:					
N/A					
Environment					
Identify the Hazards (tick if applicable	١٠				
Work on Private Property (i.e.		rk with a sole trad	er (i e	Т	Working in one or more
privately-owned land or privately-		or hairdresser w	· ·	dif	ferent workplaces/sites
owned or occupied estate or house)		small shop or priv	•	un	referit workplaces, sites
owned or occupied estate or mouse,	residen		atc		
Alternative hours of work (i.e.	_	rking alone with a	nother	╁┌╴	Travel will take place during
early starts, night work)	person	King alone with a	nother	\ \C.	tivity (i.e. between sites)
Working outdoors		rking near water (crook river	AC	Exposure to
	beach,		cieck, liver,	\ \ \	stewater/sewerage
Work in a non-public area	_	osure to harmful p	alants	VV	Exposure to Sound/Noise
Exposure to Animals/Insects		·	Jiaiits	$\vdash d$	•
		exposure	ialaa	1	Temperature (heat/cold)
Working at heights Working at he	Dus'	t or airborne part	icies		Exposure to
1 the second sec				we	eather/storms/rain
List any other hazards identified:					
N/A					
Identify the Diele		Diele Level	Courset Court	al N	Accounce for the Diele
Identify the Risk		Risk Level	Current Cont	roii	Measures for the Risks
List specific Activity tasks related to the		(refer to the			
above identified hazards (if applicable	e) ana	Risk Rating			
the associated risks		Matrix below)	NAZ - I ' '		
Work in non-public area		Medium	Working in sorting room - other volunteers to		
			be in attendance.		
Working at heights		High	Ladders available for reaching higher-up items		
				rect	usage procedures discussed at
- · // · / · / · / · / · / · / · / · / ·		!:	induction.		
Temperature (heat/cold)	Medium A heating/cooling system and fa				
		throughout the store for temperature cont		•	
Dust or airborne particles		Very High	Cleaning of surfaces is completed on a regu		
					accumulation of dust
					reated by store management
				ce da	aily). Masks are also available
			for use.		
Sun exposure		High	_	_	a is located outside.
					ot be spending prolonged
			periods of tir	ne ir	n this area.



•	,	•			
Are additional Control Measures required to n	nanage these risks	s? 🔲 Yes 🔀 No			
If yes, detail below:					
N/A					
Psychological					
Identify the Hazards (tick if applicable):					
	n turnover of work	kers 🔀 Fatigue			
Conflict between workers	king directly with	customers			
List any other hazards identified:		·			
N/A					
Identify the Risk	Risk Level	Current Control Measures for the Risks			
•		Current Control Measures for the Misks			
List specific Activity tasks related to the	(refer to the				
above identified hazards (if applicable) and	Risk Rating				
the associated risks	Matrix below)				
Workplace bullying	Medium	Escalation process detailed at induction -			
		confidential contact details provided to staff			
		during induction as well			
Conflict between workers	Medium	Supervisors/Store Management to intervene -			
		moving to a new location and/or task			
High turnover of workers	Low	Regular breaks			
Working directly with customers	Very High	Supervisors/Store Management to intervene if			
Working directly with customers	Veryriigh	_			
		incident arises. Local emergency services also			
		contactable i.e. Police.			
Fatigue	Medium	Regular breaks provided.			
Work-related stress	Medium	Regular breaks. Escalation processes detailed to			
		staff at induction. Staff break room also			
		available staff to utilise during their break			
		times.			
Are additional Control Measures required to n	l nanaga thaca ricke	i ??			
	ianage these risks	s: Tes VIVO			
If yes, detail below:					
N/A					
Vulnerable People					
Does the Activity involve interaction with or pr	roximity to vulner	able cohorts? Vulnerable X Yes No			
,	,				

cohorts include:

X Yes		No
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- Children (under 18 years of age)
- The elderly
- People with disability
- Migrants who do not speak English
- Vulnerable Youth
- The homeless
- People with mental illness
- Refuge residents (including men and women)

If yes, what type of interaction or proximity will participants have with Vulnerable people? Visitors/Customers who attend the store, as well as other Salvos Volunteers and staff may be vulnerable (all cohorts listed above may attend the store).

may attend the store).		
Identify the Risk	Risk Level	Current Control Measures
List specific Activity tasks related to	(refer to the	
Vulnerable People (if applicable) and the	Risk Rating	
associated risks	Matrix below)	
Customers in the store	Very High	Supervisors/Store Managers on site will be in
		attendance supervising WFD candidates.
Volunteers/Staff at the store	Very High	Supervisors/Store Managers on site will be in
		attendance supervising WFD candidates.
Are additional Control Measures required to m	nanage these risks	? Yes 🛛 No
If yes, detail below:		
N/A		

Identify any additional hazards specific to the location or tasks of the Activity not covered in the above categories:							
High	Safe usage procedure explained to candidates at induction and upon usage of gun. Supervision of candidates when item is in use. Disinfectent also available to sterilize the needle of the gun. Only						
High	select staff will be using these guns. A warning sign is displayed on this unit which reads '! Instant Boiling Water'						
Very High	All WFD candidates must provide proof of double vaccination to the store manager prior to commencement of placement at location						
Risk Level (refer to tl Risk Rating Matrix bel	the ng						
	High Very High Risk Leve (refer to Risk Ratin						



Are additional Control Measures required to m	nanage these risks	? 🗌 Yes 🔀 No
If yes, detail below:		
N/A		



Risk Rating Matrix

RISK RATING MATRIX (Indicative Only)

	CONSEQUENCE				
LIKELIHOOD	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme
LIKELY	Medium	High	Very High	Very High	Extreme
POSSIBLE	Low	Medium	High	Very High	Very High
UNLIKELY	Low	Medium	Medium	High	Very High
RARE	Low	Low	Low	Medium	High

RISK LIKELIHOOD TABLE

LIKELIHOOD	Descriptors	
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily
LIKELY	Is expected to occur occasionally (to be expected)	Expected to occur at least weekly
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually
RARE	May occur in exceptional circumstances only	Not expected to occur for years

ACTIONS, DLEGATIONS AND ESCALATIONS:

7				
Low:	Manage by routine procedures			
Medium:	Manage by specific monitoring or response procedures			
High:	Senior management attention needed			
Very High:	Executive / Senior management planning required			
Extreme:	Executive / Senior management will be involved			



CONSEQUE	NCE	CONSEQUENCE - DEGREE OF SEVERITY					
TYPE		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME	
		No injury or harm caused	Minimal harm caused	Loss of function			
Personal Injury	PI	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of life	Multiple deaths	
Duonoutri		No damage caused.	Minimal damage caused.	Loss of building function			
Property Damage/Im pact	PD	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of use of building	Loss of building	
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine Loss / interruption <=4 hours	Disruption to a number of areas within a department or unit, possible flow on to other locations Loss / interruption <=1 day	All operational areas of a department or unit compromised, other locations are affected Loss / interruption >=1 week	Total system dysfunction and/or total shut-down of operations	
Environmen tal Impact	E	No lasting detrimental effect on the environment	Short term local detrimental effect	Local detrimental effect on the environment	Long term detrimental effect	Extensive detrimental long- term effect	
Financial Impact	FI	Under \$50,000	Between \$50K- 250K	Between \$250K- \$500K	Between \$500K- \$1M	Greater than \$1M	
Projects	P	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable	



Competent Person Declaration

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

Name: S. 47F(1)

Position: Work for the Dole Manager

Signature:

s. 47F(1)

Date: 18/11/2021